

Job Description

Job title	Accountant – Business Support
Directorate	BUSINESS : Business Support
Division	Finance Business & Intelligence - Finance
Range	Range 4
Reports to	Finance Business Partner – BSD & RCE

Main purpose of the job:

Assist in the preparation of the annual revenue budget and monthly revenue budget monitoring statements, closure of accounts and monthly reconciliations in accordance with all relevant legislation, strategies, policies, procedures and timescales.

You will work collaboratively with other Accountants within the Revenue Accounts team to ensure consistency in approach to achieve best practice.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Provide day to day information, advice and guidance to managers and staff on finance related policies, procedures and processes in a way that is business focused and consistent, to ensure sound financial control over the Council's resources and assist budget managers to improve performance, efficiency, and value for money of the services they manage.

Assist in the preparation of the Directorate Medium Term Financial Outlook/Plan and annual budgets, in consultation with the relevant parties to ensure that financial implications for future years are considered and that the projections are based on the latest available information.

Assist with monthly financial reconciliations for Business Support, to provide assurance and enable accurate financial reporting.

Assist finance colleagues in the production of the monthly budget monitoring report in line with prescribed timeframes, to provide assurance and enable accurate financial reporting.

Assist in the year-end process for services within your area of responsibility, ensuring accounting requirements and deadlines are met.

Assist in the completion of the various revenue budget related government returns (e.g., Revenue Account (RA), and Revenue outturn (RO), and respond to Freedom of Information (FOI) and media requests as required to ensure compliance with statutory requirements.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Finance Business Partner – BSD & RCE

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

Qualifications

Educated to NVQ Level 4 or equivalent (e.g., AAT), and/or significant relevant financial experience.

Demonstrable evidence of continued professional development.

Knowledge

Knowledge of the processes for budget preparation, budget monitoring and budgetary control.

Detailed knowledge of reconciliation processes.

Awareness of data protection and confidentiality issues.

A working knowledge of Local Authority's accounting systems.

Experience

Experience of working within a finance environment

Experience of working effectively with Heads of Service and Budget Managers (or equivalent senior management)

Demonstrate a high level of professionalism and ability to maintain confidentiality and keep sensitive information secure.

Demonstrable knowledge or understanding of services within the Business Support area.

Ability to demonstrate the practical and/or procedural knowledge in a specialist finance area, as well as the ability to turn theoretical knowledge into practical applications.

Can manage high levels of work-related pressure and able to prioritise tasks effectively, from deadlines and/or conflicting demands.

Skills

Proficient in the use of Microsoft Word, Excel and Outlook

Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards.

Skilled at providing advice and guidance on internal procedures and relevant legislation.

Excellent communication skills, both orally and in writing, including good report-writing skills.

Ability to demonstrate an understanding of how teams work with other services and taking a proactive approach towards helping others.