

Post Specification

Date	August 2024
Post Group Number	8370
Post Title	Technical Accountant
Job Family	Regulation and Technical
Job Family Role Profile	RT14
Final Grade	14

To be read in conjunction with the job family role profile

Service Area description

The Accountancy and Financial Planning team is part of the Finance Service. The team is responsible for providing support to front line Council services and ensuring that the financial systems and the subsequent accounting information is robust. This support ensures that managers across the organisation can effectively manage their budgets, make effective decisions to develop and deliver change projects through a mixture of technical, operational and strategic advice.

Purpose of this post

To support the Finance Manager in providing flexible and professional financial services which support the management of the Council budget in accordance with the Council Plan in relation to Educational Finance.

Key job specific accountabilities

- Provide flexible and professional financial services to managers across the Council. This will include consulting on their requirements and formulating proposals to enhance service delivery and financial performance.
- Maintain accounting records to a high standard, and complete financial statements, grant claims, returns etc., accurately and within the required deadlines.
- To develop effective working relationships with budget managers to ensure an effective business partnering role between finance and services.
- To ensure managers have appropriate financial skills to enable them to effectively manage the budget and utilise financial systems through training and coaching.
- Proactively working with services to identify and resolve financial issues through utilising best practice and innovative solutions.
- Communicating effectively by understanding the needs and presentational requirements of the audience.
- Influencing and encouraging managers to consider financial issues within the decision making process.
- Being an advocate for supporting the cultural change required to develop budget monitoring processes and systems to increase budget management capabilities.
- Support managers in the development of reports, business cases and options papers, to ensure that financial resource and value for money comments are informed, impartial and accurate.
- Challenge inherent working methods and encourage managers at all levels within the Council to change working practices where necessary to improve value for money from activities.
- To support the delivery of financial services across the Council through demonstrating a flexible approach to work. This may involve working in other areas of the finance team and supporting projects.
- Support the development of the Accounting Technicians within the Team in order to secure efficient performance of duties, including the recruitment of staff, undertaking performance and development reviews (in line with Council procedures and timescales), identifying training needs and ensuring the continuous professional development of staff and the development of the Service.

<ul style="list-style-type: none"> • Keep abreast of developments in Education Finance legislation and guidance in order to provide advice and correctly apply this to financial modelling. • To be externally focussed through developing effective working relationships with other local authorities, regional and national bodies and other organisations to identify alternative ways of working and to ensure best practice is adopted and promoted within the Council. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • Although this role has no direct budget responsibility it provides both revenue and capital budget support to Managers, develops the Annual Budget and five year Medium Term Financial Plan, produces the Annual Statement of Accounts and undertakes financial modelling to support saving proposals and change projects.
Staff Management Responsibilities	<ul style="list-style-type: none"> • Support the development and upskilling of the Accounting Technicians
Other	<ul style="list-style-type: none"> • Information: Responsible for maintenance of accounting records and the development of processes for reports, business cases and options papers • Equipment: a limited range of IT equipment
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • AAT qualified CCAB Accountant, or equivalent demonstrable experience and a willingness to complete professional qualification. • Strong technical background in accounting covering all aspects of budget preparation, in year monitoring, forecasting, and year-end accounting. • Extensive practical knowledge of accounting practices and the application of current accounting standards. • Significant experience of providing accounting services. • Preparing grant claims and other statistical returns. • Experience of introducing best practice and innovation with services. • Experience of training / coaching one on one or in a group environment. • Ability to make quick and accurate decisions when faced with limited information. • Work with non-finance managers to provide objective and understandable financial advice. • Accurate numeracy, analytical and comprehension skills. • Competent use of Microsoft Office packages, Word, Excel, PowerPoint or similar packages. • Capacity to work effectively under pressure, prioritise and meet deadlines. • High quality communication skills; written, report writing and presentational, • Flexible approach to meeting the requirements of the client. • Personal integrity and understanding of requirements of confidentiality. • Commitment to improve service. • A willingness to accommodate pressures in work through working flexibly. • Evidence of continuing personal and professional development. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Routine demands commensurate with the tasks and duties encountered in a modern office and challenging role of this type.
Physical Demands	<ul style="list-style-type: none"> • Limited physical demands, commensurate with those experienced in a normal office environment.
Working Conditions	<ul style="list-style-type: none"> • Conditions as experienced in a normal working office environment
Other Factors	