



Cumberland Council

Post Specification

Date	January 2024
Post Group Number	5377
Post Title	Finance Officer VAT & Income
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	Grade 9

To be read in conjunction with the job family role profile

Service Area description	
Financial Services is part of the Finance Service within the Chief Executive's directorate. The section is responsible for managing the Council's Treasury; Insurance; Financial Services; (Accounts Payable / Receivable; Banking & VAT and Financial Systems).	
Purpose of this post	
To provide support to Financial Systems and Control team in providing flexible and professional financial services to support the management of the Council budget in accordance with the Council Plan and specifically support the Group Accountant and Finance Manager to manage the councils central bank accounts, ensure prompt allocation of income, submission of BACS files, and provide VAT advice and accounting.	
Key job specific accountabilities	
<ol style="list-style-type: none">1. To provide financial management information to support the budget setting, budget monitoring and closure of accounts processes of the Council.2. Undertake regular maintenance of the general ledger through posting of virements, journals, scheme of delegation etc. in conjunction with budget holders and in accordance with the Council's Financial Regulations.3. Support the Technical Finance Officer-VAT and Banking in the provision of an effective VAT advisory service, reconcile the VAT Control Account and prepare monthly VAT Returns4. Reconcile the Councils central bank accounts, and all central suspense and control accounts and ensure prompt payment of salary and pension deductions to 3rd party organisations including HMRC.5. Make BACS submissions to BACSTEL for Council Payrolls and all Accounts Payable payment runs.	
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">• The role has no budget responsibility
Staff Management Responsibilities	<ul style="list-style-type: none">• None
Other	
Essential Criteria - Qualifications, knowledge, experience and expertise	

- Association of Accounting Technicians (AAT) or equivalent or 5 GCSE / O'Level or equivalent including English & Mathematics plus relevant experience.
- Practical knowledge and application of budget preparation, monitoring and year end accounting practices and procedures (ideally in local government).
- Practical knowledge of VAT accounting and advice
- Practical and demonstrable background in accounting and financial services, covering budget preparation, in year monitoring and forecasting and year end accounting.
- Experience in adopting a flexible approach to working supporting a broad range of service areas.
- Accurate numeracy, analytical and comprehension skills.
- Good manipulation of accounting ledgers and spreadsheet packages.
- Competent use of computer packages particularly E-mail, spreadsheets and word processing.
- Ability to prioritise and meet deadlines.
- Good interpersonal skills.
- Understanding of requirements of confidentiality.

Disclosure and Barring Service – DBS Checks

- This post 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 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 environment.
Other Factors	