

Financial Accountant

Accountancy, Closing and Monitoring

Job Description

Salary	Up to £40,000 per annum
Reports to	Finance Manager – Accountancy, Closing and Monitoring
Service area	CSG Finance
Number of staff responsible for	None
Budget responsibility (£)	None

Purpose of Job:

1. To be a technical financial accounting resource for the Accountancy, Closing and Monitoring team assisting in ensuring the financial statements of the authority are closed down in a timely manner and all other related financial matters that the section is responsible for are delivered accurately and on time.
2. To support the Finance Manager – Accountancy, Closing and Monitoring in all aspects of their role.
3. To keep abreast of all technical accounting developments. Researching, interpreting and implementing the implications of new legislation, changes to accounting requirements, best practice and policy changes and disseminate to staff and front line managers as appropriate
4. To liaise, where appropriate, with internal and external audit on any matters affecting the closedown of accounts, audit of accounts or anything else of a significant financial nature ensuring the Finance Manager - Accountancy, Closing and monitoring is aware of any discussions.
5. Take responsibility for providing sound, pro-active and flexible financial advice and technical accounting support services to managers and business partners at all levels and ensure that effective and proactive support is available and provided at all times
6. Ensure that comprehensive procedures are developed & maintained that are compliant with all Council policies, best practice and statutory requirements
7. To contribute towards ensuring the service is delivered in line with relevant contractual performance indicators and commitments
8. Facilitate training on budget and financial matters to both service managers and support staff, providing directly, where necessary and appropriate.
9. Ensure that the analysis of income and expenditure meets the requirements of budget managers and is available for them to easily interpret and understand from Integra

10. Carry out tasks within the closing of accounts and other corporate processes, ensuring timetables are met and supporting information standards are achieved
11. Accurately complete and submit returns and grant claims in line with specified deadlines and compile requisite supporting information for external inspection as directed by the Finance Manager – Accountancy, Closure and Monitoring
12. To assist in completing all period end processes, final account preparation, facilitation of budgeting and planning and internal and external reporting activities in accordance with required timescales and current accounting standards
13. To respond positively and promptly to customer requests.
14. Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk
15. Deliver a commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services delivered
16. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post.
17. Deputise for the Finance Manager – Accountancy, Closing and Monitoring as required

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Person Specification

Essential	Desirable
<p>Qualified AAT or equivalent</p> <p>Experience of developing productive, meaningful, trusted and positive senior stakeholder relationships.</p> <p>Excellent written and verbal communication skills</p> <p>Experience of working on own initiative with limited supervision or direction.</p> <p>Extensive knowledge of financial IT systems.</p> <p>Ability to analyse, interpret, understand and disseminate complex and detailed technical and professional issues in an easy to understand way</p> <p>Commitment to maintain professional and ethical standards.</p>	<p>Part qualified CCAB Accountant</p> <p>Participation in formal Continuing Professional Development.</p> <p>Post qualification experience.</p> <p>Public sector accounting and budgetary experience, sound knowledge of local government finance framework, accounting principles and standards, statutory requirements and relevant codes of practice.</p> <p>Projects involving innovation and the management of change.</p> <p>Use of Integra system and management and development of associated processes.</p> <p>Service area experience</p> <p>Experience of attending Member committees or other corporate/board meetings.</p> <p>Experience of deputising for more senior posts as and when required</p>