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| **Job Description** | |
| **Post title** | Accountancy Assistant |
| **JE Reference No** | A4932 |
| **Grade** | 5 |
| **Service** | Resources |
| **Service Area** | Finance and Transactional Services/Corporate Finance and Commercial Services |
| **Reporting to** | The post holder will be accountable to the Principal Accountancy Assistant. |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To assist in the production of annual revenue and capital budgets, budgetary control information and final accounts closedown. To ensure that the needs of the Finance Team is adequately maintained and to carry out routine reconciliations and general ledger maintenance.

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| **Duties and responsibilities** |

* To contribute towards the provision of high quality financial management information, including assisting with budget forecasting, projecting expenditure and income, budget building, and budgetary control information.
* To ensure that consideration is given at all times to achieving value for money and the most efficient ways of working.
* To assist in the monitoring of the Council’s budgetary control system – including the input of data (live and budget) into the Financial Management System.
* To monitor and reconcile holding and balance sheet accounts on a monthly basis, maintaining effective supporting working papers.
* To assist in the preparation of grant and statistical returns where appropriate.
* To assist budget holders with regards to coding queries.
* Liaison with internal and external audit staff as appropriate.
* To assist with ordering of supplies, payment of invoices and the processing of mileages and other claims as appropriate to the Finance Team.

The above is not exhaustive and the post holder will be expected to undertake any duties which may

reasonably fall within the level of responsibility and the competence of the post as directed by the

Head(s) of Finance.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | NVQ Level 3 or equivalent  or  Level 2/3 and relevant experience:  • working in a busy finance environment  • working in a financial services/support environment  Willing to work towards AAT Qualification | Association of Accounting Technicians (or equivalent) |
| Experience | * Relevant experience operating a financial management system * Ability to use IT packages e.g. spreadsheets, databases, word processing applications. | * Operation of Oracle systems |
| Skills & Knowledge | * Good numeracy skills * Good written and oral communication skills * Ability to work with minimum supervision | * Knowledge of public sector accounting principles and procedures |
| Personal Qualities | * Open to change and service improvement * Working to deadlines * Commitment to customer service excellence * Willingness to undergo further training * May be required to work outside normal hours * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance) |  |