



Directorate: Tyne and Wear Archives and Museums

Division: Central Services

Post Title: Accountancy Assistant

Evaluation: 443 **Grade:** N05

Responsible to: TWAM Senior Accountant

Responsible for: Not applicable

Job Purpose: To undertake a range of financial tasks and procedures to support the provision of financial services to clients.

Main Duties: The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To prepare revenue and capital budgets and provide monitoring information in line with corporate and directorate requirements.
2. To support the finalisation of the outturn position, and the production of the statutory accounts and associated working papers.
3. To maintain accounting records and financial systems, ensuring financial controls operate in line with financial regulations.
4. To respond to queries, and provide advice and guidance to clients as required.
5. To action budget and other required changes in the General Ledger.
6. To produce statistical and management information from a range of sources.
7. To complete relevant grant claims and returns within specified deadlines.
8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.