**Job Description**

**Accounts Assistant**

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| **Position Title and** **Post Number**  | Accounts Assistant |
| **Department**  | Finance  |
| **Band**  | OneTeam – Band 6  |
| **Reporting to**  | Corporate Manager  |
| **Work location and arrangements**  | The span of work for this role covers both Rochford District Council and Brentwood Borough Council.  Hot desking or Agile working  |

Brentwood Borough Council and Rochford District Council (together referred to as the

“Councils”) have come together to form a strategic partnership (“the OneTeam”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any of the Councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expect all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

# MAIN PURPOSE

* To play a pivotal role in maintaining the financial health of the Council, ensuring accuracy, compliance and efficiency in financial processes.
* To undertake transactional, operational and business support functions to handle the day-to-day finance tasks including journals, purchase orders, data analytics, complete returns, support cash management and reconciliations.
* To support operational finance activities in relation to budget setting, budget monitoring, year-end closure and audits for capital and revenue budgets.
* To study for the AAT (Association of Accounting Technicians) professional accountancy qualification, gain practical experience of Local Government Finance and contribute to the overall delivery of effective and efficient Financial Services.

**MAIN RESPONSIBILITIES**

1. Undertake assigned tasks to support the production of the statement of accounts, revenue accounts, notes and balance sheets reconciliations including accrual accounting and preparation of audit files.
2. Contribute to effective management and appropriate accounting of grant expenditure and income.
3. Undertake tasks in relation to the purchase to pay process, invoicing customers and recovering debt in line with the Council’s policies and procedures.
4. Process journals, virements and other financial transactions on the Councils’ financial systems.
5. Monitor and assess the appropriate use of purchase orders across the Council, including accuracy of receipting
6. Support the regular data integrity review, data cleansing and reconciliation of the chart of accounts codes, ledgers and control accounts.
7. Support the Council cash management and treasury daily dealing.
8. Support the maintenance of effective collaboration and reconciliation with the HR data team to manage an accurate and up-to-date staff establishment aligned to staffing budgets and establishment controls.
9. Complete statutory and legislative returns, statistics, freedom of information requests and grant claims.
10. Contribute to the maintenance and continuous development of tsystems, processes and procedures, evaluate the efficiency and effectiveness of operation and recommend improvements to optimise service quality.
11. Maintain an up-to-date knowledge of the Council’s financial regulations, standing orders and standards for financial management, and assist with monitoring their utilisation and compliance across the Council.
12. Undertake any other duties commensurate with the grading of the post as may be required from time to time.
13. To attend training sessions and undertake activities in accordance with the **Assistant Accountant Apprenticeship Standard at level 3 or Professional Accounting Technician Level 4**.

General

1. Have an awareness of overall Council policies, aims and management initiatives and ensure that all new developments by the team are in accordance with any corporate protocols or guidance.
2. Be committed to the aims and objectives of Corporate Finance and to be aware of their responsibilities in achieving these aims. Effectively promote and support a team approach to achieve this.
3. To promote positive communication across the organisation, encourage constructive relationships, including with the Council’s key partner agencies.
4. Be part of multi-disciplinary teams as required to deliver corporate projects, involving working with other managers from other services and partner organisations.

The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provide by OneTeam at Brentwood Borough Council and Rochford District Council.

# Corporate responsibilities

The post holder will be expected to follow the Councils’ policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council’s Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils’ policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council’s Health and Safety Policy and procedures.

To support the Council’s Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the Councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.

# Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

**PERSON SPECIFICATION**

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| **Position Title:**  | Accounts Assistant  | **Date** **Prepared:**  | 31/03/2025  |
| **Team**  | Finance  | **Band:**  | OneTeam – Band 6 - £31,067 to £33,366 |
| **AF= Application Form** **I = Interview T= Test**  |

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|   | **REQUIREMENTS**  | **Essential** | **Desirable** | **Assessed** |
| **1.**  | **EXPERIENCE AND KNOWLEDGE**  |  |  |  |
| 1.1 | Experience in utilisation of financial management systems.  | ✓  |   | **AF/I/T**  |
| 1.2  | Experience of working with administrative procedures and systems. | ✓  |   | **AF/I/T**  |
| **2.**  | **SKILLS AND ABILITIES**  |   |   |  |
| 2.1  | Numerical competence and capacity to understand and simplify complex data and information | ✓  |   | **AF/I/T**  |
| 2.2  | Strong analytical skills and a pro-active approach to problem solving.  | ✓  |   | **AF/I/T**  |
| 2.3  | Analysis and judgement - ability and confidence to suggest ways to improve systems and/ or processes and proactively implement solutions. | ✓  |   | **AF/I/T**  |
| 2.4  | Proficient in MS Office suite of products.  | ✓  |   | **AF/I/T**  |
| 2.5  | Excellent Accountancy/Bookkeeping skills. | ✓  |   | **AF/I/T**  |
| 2.6  | Excellent interpersonal and communication skills, both written and verbal, to varying levels of complexity.  | ✓  |   | **AF/I/T**  |
| 2.7  | Abilities to contribute positive suggestions and willing to take forward. | ✓  |   | **AF/I/T**  |
| **3.**  | **EDUCATION AND TRAINING**  |   |   |  |
| 3.1  | Keen interest and commitment to pursue a career in accounting, and to enrol on a study programme leading to the award of AAT (Association of Accounting Technicians) qualification through the Council’s apprenticeship programme. | ✓  |   | AF  |
|  | Must meet the entry requirements for AAT Level 3: * minimum of 5 GCSE at grade 9 - 5 (A\* - C) including English Language & Mathematics at grade 6 (B) & above

**And either*** AAT Level 2 Certificate in Accounting or Bookkeeping (merit or distinction) or prior attainment of equivalent business, accounting or finance studies;

**or*** minimum of 3 A Levels at grade A\* - C including a business-related subject e.g. accounting (AS level acceptable), economics or business

**or*** BTEC Level 3 National Extended Diploma (business-related subject)

Note: Candidates that have already successfully completed AAT Level 3 Diploma in Accounting (merit or distinction) will have the option to pursue AAT Level 4 Diploma in Professional Accounting. | ✓ |  | AF |
| **4.**  | **OTHER**  |   |   |  |
| 4.1  | A flexible working approach to attend both organisations in person, as and when required and to working hours to meet and accommodate critical core deadlines.  | ✓  |   | **I**  |
| 4.3  | Commitment to maximising potential and continuous improvement of self and of service.  | ✓  |   | **I**  |
| 4.4  | Flexible, pro-active, adaptable and outcome-focused.  | ✓  |   | **AF/I/T**  |
| 4.5  | Effective team working. sharing ownership, team goals and workload, and ability to establish and maintain effective relationships will people of all levels.  | ✓  |   | **AF/I/T**  |
| 4.6  | High levels of enthusiasm and determination.  | ✓  |   | **AF/I/T**  |