



ROLE DESCRIPTION

Job Title	Assistant Accountant
Salary Band	20-23
Reporting to	Senior Accountant
Directorate	Corporate Services
Service Area	Finance
Political Restriction	No

1. Primary Purpose of the Post
<ul style="list-style-type: none">• To support the Senior Accountant in the delivery and provision of a full range of services to specific service areas.
2. Your responsibilities
<ul style="list-style-type: none">• Assist in the preparation and monitoring of budgets in accordance with corporate standards and timescales;• To assist in the preparation and monitoring of specified budgets;• To assist in the production and presentation of financial management information, budget monitoring and other reports as requested which are accurate, timely and appropriate for the audience;• To maintain the integrity of specific service area financial information within the ledger;• To support the closure of the accounts for the organisation in accordance with the published timetable;• Support the production of statutory returns as required;• To undertake regular routine accounting tasks including preparation of reconciliations, control accounts, clearance of holding and suspense accounts to an agreed standard and by relevant deadlines;• To contribute to the development and implementation of financial systems and procedures as appropriate;



- To support business change in financial processes to ensure improvements in efficiency and effectiveness;
- To provide assistance and advice to budget holders on financial matters;
- To provide support on service specific projects;
- To deputise for the Senior Accountant as required;
- To undertake any other tasks commensurate with the grade as directed.

3. General Corporate Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Assistant Accountant

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1. AAT Qualified – Attained Level 3	E	A
2. Evidence and commitment to continuous personal and professional development	D	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
3. An understanding of local authority finances	E	A/I
4. An awareness of the accounting code of practice	D	A/I
5. An awareness of the aims and objectives of the Liverpool City Region Combined Authority, its devolution agreement and its structures and relationships with constituent Local Authorities	D	A/I
6. Experience of setting and monitoring service budgets	E	A/I/T
7. Experience in assisting in closing revenue and capital accounts in line with accounting practice and challenging closure timescales	D	A/I

Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
8. Strong written and verbal communication skills	E	A/I/T
9. Ability to plan, prioritise and organise own work load and to work to tight deadlines	E	A/I/T
10. Ability to work accurately and demonstrate attention to detail	E	A/I/T
11. Ability to work on own or as part of a team	E	A/I
12. Confident use and aptitude in the use of Information Technology	E	A/I
13. Experience of use and interrogation of financial ledgers	E	A/I
14. Able to produce and analyse management information	D	A/I/T



Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
15. Knowledge of the key issues facing the City Region	D	A/I
16. Flexible approach to working hours and willingness to work flexibly as and when required	E	A/I
17. Understanding of equal opportunities	E	A

Note for Candidates:

As part of our recruitment process, we will be using psychometric testing and stakeholder panels. Psychometric tests help us assess your cognitive abilities, personality traits, and job-related skills, ensuring a fair and unbiased selection.

Additionally, stakeholder panels, will provide diverse perspectives during the interview process.

These methods help us make well-rounded hiring decisions and find the best fit for both the role and our organisational culture

Key to Assessment Methods:

A - Application	I – Interview	P – Presentation	AC – Assessment
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