 

JOB DESCRIPTION

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| **JOB TITLE**  **GRADE** | **Assistant Accountant** |
| **Band G** |
| **REPORTING TO**  **JD REF** | **Finance Manager/Senior Finance Manager/Senior Finance Business Partner** |
| **BUS0231G** |

# PURPOSE

The Assistant Accountant is part of a team responsible for supporting non-finance officers in monitoring and maintaining their budgets, as well as supporting technical, finance and accountancy- related responsibilities. The Assistant Accountant will support the provision of accurate, timely and comprehensive financial information and lend support to analysis that informs decision-making and financial management activities. The post holder will support the management, development and updating of the medium-term financial strategy and annual budget to ensure that it supports the strategic aims of the Council.

# MAIN DUTIES AND RESPONSIBILITIES

* Provide assistance in financial support and guidance to non-finance teams, contributing to budget monitoring and maintenance.
* Assist in the preparation of financial reports, forecasts, and budgets for the assigned teams, ensuring accuracy and compliance with regulations and policies.
* Support the analysis of financial data, identifying trends and variances, and assisting in providing insights to support decision-making processes.
* Collaborate with stakeholders to ensure effective financial controls and processes are in place.
* Contribute to the preparation of year-end accounts, adhering to accounting standards and statutory requirements.
* Support the Senior Finance Business Partner or Finance Business Partner in providing financial advice and guidance to team members and management.
* Contribute to the enhancement of financial reporting capabilities and participate in system improvements.
* Keep up to date with changes in financial regulations, policies, and best practices, and assist in their implementation within the team.
* Support financial analysis activities and provide recommendations for improving financial performance and efficiency.
* Undertake any other duties as required by senior management.

# ESSENTIAL CRITERIA

## Qualifications:

* A recognised technical accountancy qualification/part qualification (e.g. AAT) or equivalent vocational experience.

***Desirable***

*Educated to degree level.*

## Knowledge & Skills:

* Good understanding of financial management principles and practices.
* Analytical and problem-solving abilities.
* Good communication and interpersonal skills
* Proficiency in financial management systems and software
* Intermediate Excel skills and familiarity with other MS Office applications
* Knowledge of financial regulations and accounting standards relevant to local government.
* Technical accounting knowledge.

***Desirable***

*Knowledge of local government finance and budgetary processes*

## Experience:

* Experience of working in a financial monitoring role.
* Experience of successfully working in a team environment.
* Experience of applying technical accounting knowledge as part of financial management practices.
* Experience of supporting financial year-end/closedown processes.

***Desirable***

*Experience of liaising with external auditors*

*Experience of using financial software packages*

# ADDITIONAL INFORMATION

The job role may require travel between different local sites.

**Health & Safety Considerations**:

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* Lone working
* Work with VDUs (Video Display Unit) (>5hrs per week

**DATE OF APPROVAL:**

**February 2024**

**APPROVED BY: Dan Kirwan**