



Job Description

Job title	Assistant Accountant	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Finance	Salary	SK13 (£39,348 per annum)
Location	Hybrid - a mix of home and office-based working	Contract	Permanent

Main Job Purpose

Be a key part of a forward thinking and innovative finance team that will:

- Provide expert financial advice to service areas, Corporate Management Team and members including undertaking complex modelling of innovative approaches
- Help and enable service to deliver outcomes on a business like & commercial basis, achieving value for money for residents
- Demonstrate leadership and technical expertise to support the embedding of financial best practice across the organization
- Identify outcome focused solutions which will support the ambitions of the Council as set out in the Corporate Plan

Support the Assistant Director of Finance and Senior Accountants, working in a modern, forward thinking and dynamic financial team that will support the development and embedding of a commercial culture across teams and provide proactive a value-adding financial support working with service areas across the council.

To ensure that Finance provide an efficient, effective and modern service, guiding and managing the operation and activities of the team in accordance with relevant statutory requirements and the policies of the Council.

To support the Assistant Director of Finance, and Senior Accountants in delivering performance improvements and the actions set out in the relevant service plans for the areas you are business partnering, and improvement plans relevant to the services described above including performance indicators and measures relevant to the service areas.

This role is not politically restricted.

Main Statement of Responsibilities

- Support the embedding of a positive culture and provide accurate financial information that provides information to enable sound decision making of a commercial nature including monthly trading accounts for identified areas of the business.



- To support the development of a 'real time' approach to financial management providing teams with the tools, skills and confidence to understand the financial impact of day to day decisions as part of embedding a 'business-like' culture across the organisation.
- Work alongside service areas to prepare revenue budgets which link into the development of the Medium Term Financial Strategy.
- Work with service areas to provide monitoring information in line with corporate and directorate requirements ensuring accurate and timely budget forecasts.
- Work closely with budget holders to develop a strong working relationship in order to understand their services and key drivers alongside ensuring the sharing of information between Finance and service areas.
- To support the finalisation of the revenue outturn position and the production of the statutory accounts and associated working papers.
- To maintain accounting records and financial systems, ensuring financial controls operate in line with financial regulations.
- To respond to queries and provide advice and guidance to service areas.
- To action budget and other required changes in the General Ledger.
- To produce statistical and management information from a range of sources
- To complete grant claims and government returns within specified deadlines
- To provide treasury management services on an ad hoc basis
- Take responsibility to complete and submit VAT returns and liaise with HMRC
- Provide financial support to the Council wholly owned subsidiary using Sage Accounting and Sage Payroll and support the accountants in providing financial management reports on a regular basis.
- To provide adhoc support to the colleague within the finance team and cover as required

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.



They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.



Person Specification (SK13)

Relevant Experience, Skills and Knowledge

Essential

- Excellent interpersonal skills, with the ability to gain respect, confidence and trust of the public and staff
- Adapts style to fit situations and people
- Ability to address and resolve conflict to create win/win situations and retain focus on delivering outcomes
- Ability to produce financial models in conjunction with colleagues
- Ability to build strong relationships and reputation at all levels both within and outside the organisation

Desirable

- Ability to support the coaching and mentoring others (both finance and non-finance specialists) in developing skills, experience and understanding
- Being part of cross-functional teams, including external resources
- Understanding wider implication of decisions from a legal, procurement, technical perspective
- Experience of successfully undertaking complex financial modelling over multi-year projects (including sensitivity analysis)

Relevant Qualifications

Essential

- AAT qualification and up to date working experience of best practice methodology

Desirable

- Accountancy qualification (CIPFA, ACCA, CIMA) and up to date working experience of best practice methodology
- Evidence of continuing professional development (CPD)

Communication and Interpersonal Skills

Essential

- Challenges prevailing views, thinking outside the box and work with others to create innovative and better solutions Demonstrates a continuous learning approach, continuously improving style and skills
- Use data, information and evidence to develop strong negotiating positions and successfully deliver negotiations Ability to make linkages across the organisation, identifying unintended consequences or additional synergies and to work with others to realise maximum benefits for South Kesteven