

## JOB PROFILE

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| <b>Directorate:</b>                         | Finance, Governance and Contracts  |
| <b>Service Area:</b>                        | Accountancy  |
| <b>Job Title:</b>                           | Senior Accountancy Assistant   |
| <b>Grade:</b>                               | SO1  |
| <b>Post Number:</b>                         | F302   |
| <b>Base/Location:</b>                       | Southfields  |
| <b>Responsible To:</b>                      | Group Accountant – Capital   |
| <b>Responsible For:</b>                     | Nil Staff  |
| <b>Key Relationships/<br/>Liaison with:</b> | Group Accountant – Capital<br>Finance colleagues.<br>Internal and external audit<br>Colleagues at all levels in other departments of the Council<br>External organisations including government departments. |

### Job Purpose

- Responsible for the maintenance, co-ordination, monitoring and closure of the capital accounts of the Council.
- To assist in the provision of an accountancy service for a section of the Council's accounts, including the preparation of the annual revenue budgets, maintenance of budget changes for the revenue accounts and the final accounts of the services.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

### Main Duties and Responsibilities

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| <b>1.</b> | Co-ordinate and monitor the capital accounts and capital programme for the Council.  |
| <b>2.</b> | Provide advice on some aspects of capital finance and capital accounting.  |
| <b>3.</b> | Maintain the capital accounting asset register of the Council and calculate asset rentals for the Council's revenue accounts.  |
| <b>4.</b> | Liaise with the external auditors.   |
| <b>5.</b> | Liaise with the Council's Valuer on both periodic and one-off valuations of the Council's properties and provide appropriate responses to any issues that may arise. |
| <b>6.</b> | Assist in the submission of any bids made by the Council, of a capital nature.   |
| <b>7.</b> | Complete all government and other returns that are of a capital nature.  |
| <b>8.</b> | Provide assistance with the preparation and monitoring of the budgets and final  |

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|   | accounts, including statement of accounts, for a section of the Council's accounts. Providing advice and reports to budget holders.   |
| 9.  | Deputize for the Group Accountant - Capital as required.  |
| 10.   | Provide support to any of the accountancy groups as needed.   |
| 11.   | Delivery of an effective and appropriate service to all service users, fairly and without discrimination.   |
| 12.   | Responsible for identifying and reviewing with Group Accountant – Capital the training and development needs and bidding for resources needed to acquire the skills required to achieve corporate objectives.   |
| 13.   | Manage the Council's Section 106 accountancy records including contributions paid and received, financial records for each scheme, investigating and correcting discrepancies, providing financial commentary on Delegated Decisions and fielding queries from the S106 Monitoring Officer. |
| 14.   | Be the Council's lead officer for IFRS16 leases. Maintaining records and ensuring the correct accountancy treatment   |
| 15.   | The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.   |
| 16.   | Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.   |
| The nature of the work may involve the jobholder carrying out work outside of normal working hours. |   |

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Prepared by: Head of Finance**

**Date: August 2025**

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|---|-----------------------------------|-----------|-----------|
| <b>Service Area:</b>  | Accountancy                       |           |           |
| <b>Job Title:</b>   | Senior Accountancy Assistant      |           |           |
| <b>Grade:</b>   | SO1                               |           |           |
| <b>Post Number:</b>   | F302                              |           |           |
|   |                                   | Essential | Desirable |
| <b><u>Qualifications</u></b>  |                                   |           |           |
| Part qualified CCAB or full AAT   |                                   | ✓         |           |
| <b>Or</b><br>Demonstrable experience identified within the section below.             |                                   | ✓         |           |
| <b><u>Experience</u></b>  |                                   |           |           |
| Two years' experience of capital accounting, including maintaining an asset register. |                                   |           | ✓         |
| Two years' experience of managing a capital programme.                                |                                   |           | ✓         |
| Two years' experience of revenue budgeting in a local authority.                      |                                   | ✓         |           |
| Two years' experience of computerised financial accounting systems.                   |                                   | ✓         |           |
| Experience of developing and using spreadsheets to solve accounting problems.         |                                   | ✓         |           |
| Experience of Local Authority Capital Accounting regulations.                         |                                   |           | ✓         |
| Experience of alternative funding sources for capital expenditure.                    |                                   |           | ✓         |
| Experience of capital appraisal techniques.   |                                   |           | ✓         |
| <b><u>Skills / Knowledge</u></b>  |                                   |           |           |
| Capital Accounting rules  |                                   |           | ✓         |
| Good Excel and Word skills  |                                   | ✓         |           |
| Providing advice to budget holders  |                                   | ✓         |           |

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| Working knowledge of the Government Statutory Instruments relating to Capital Expenditure.  |   | ✓ |
| Awareness of the developments in capital accounting affecting local government.   |   | ✓ |
| <b><u>Interpersonal Skills</u></b>  | ✓ |   |
| Able to communicate effectively at all levels ranging from Directors to budget officers and support staff and software supplier about technical capital issues.         | ✓ |   |
| Communicate with the District Valuer  | ✓ |   |
| Communicate with ODPM concerning returns of financial information.  | ✓ |   |
| Ability to be part of a team and realise team goals   | ✓ |   |
| Ability to manage workflow and prioritise work  | ✓ |   |
| <b><u>Other requirements</u></b>  | ✓ |   |
| An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.   |   |   |
| Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010. |   |   |

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| <b>Date: August 2025</b>            |