

Job Description

Post title	Accountant	Grade	F
Department	Corporate Finance	Post ref	FM1120/1220/1320/

Overall job purpose

To provide an accountancy service to budget holders in order to help and support them with the financial affairs of their services.

To provide professional support to the Principal Accountant or Principal Capital Accountant in the delivery of those functions allocated to the team.

To provide support and guidance to other members of the team to ensure the smooth operation of key systems and contribute to the effective performance of the team.

Reporting relationships

Reports to: Principal Accountant/Principal Capital Accountant

Responsible for: N/A

Key tasks and responsibilities – post specific

To support the Principal Accountant or Principal Capital Accountant in promoting best financial practice throughout the authority.

To assist in the preparation of the financial accounts for those directorates allocated to the team.

To assist in the preparation of the budgets of those directorates allocated to the team.

To provide and interpret financial and other information to staff and budget holders across the Council, including timely budget monitoring information. Accountants will be required to have a general understanding of the issues facing specific directorates allocated to their team and attend meetings in this regard as and when required by the Principal Accountant / Principal Capital Accountant.

To brief and draft reports to the Principal Accountant / Principal Capital Accountant on emerging issues within the assigned area of the team's work.

To manage and develop individual financial and corporate processes and systems allocated by the Principal Accountant / Principal Capital Accountant with the minimum of supervision whilst referring key issues as necessary.

To supervise the staff allocated by the Principal Accountant / Principal Capital Accountant to ensure smooth delivery of the key financial systems.

To support the Principal Accountant / Principal Capital Accountant in the financial training of non-finance staff.

To lead or attend working groups and meetings corporately and involving partners and other external bodies as instructed by management.

Key tasks and responsibilities – corporate

Operate according to the Council’s corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council’s Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council’s approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:**Date:**