



Accountant



LEVEL:	Level 6
ACCOUNTABLE TO:	Head of Finance / Principal Accountants
SALARY:	£33,143 to £36,363 per annum
LOCATION:	Totnes / Tavistock / Agile Working
CONTRACT:	Permanent

Job Purpose

Working for both South Hams District Council and West Devon Borough Council the postholder will support the Head of Finance and Principal Accountants to deliver key objectives against the Councils' Medium Term Financial Strategy and provide focused specialist advice across the organisation.

The post holder will be responsible for a variety of key duties within the team including monitoring and preparing budgets, interrogating and understanding financial information. The post holder will also support the Senior Accountants and will play a key role in the annual closure of accounts for both Authorities.

This role is key in providing high quality, effective accountancy support, contributing to our ambition for maximising value for money of Council services.

Role Profile

- Supporting the Head of Finance in delivering against the Councils' Corporate Strategies
- Interrogating, understanding and presenting financial information to a range of audiences.
- Preparing and monitoring budgets ensuring costs are shared appropriately across the two Councils.
- Working closely with Heads of Service to ensure budgets are transparent and to enable the organisation to maximise both performance and value for money.
- Closing parts of the annual accounts for both Councils in line with the statutory timescales and supporting the annual audits.
- Providing customer focused specialist financial advice keeping up to date with current and emerging legislation.
- Working closely with the Accountants and providing support as required.
- Working closely with Business Support finance colleagues to offer technical advice and sharing best practice as well as providing cover for the Business Support Supervisor.



- Ensuring financial processes are fit for purpose and compliant within both the Councils' frameworks and policies and statutory guidance.

Person Specification

Qualifications

Essential	Desirable
At least part AAT qualified, or equivalent demonstrable work experience in a finance role	AAT qualified

Knowledge / Experience

Essential	Desirable
Experience of budget preparation, monitoring, forecasting and reporting	Experience of working in a financial role in the public sector/Local Government
Experience of closure of accounts	Understanding of Local Authority Finance
Experience of supporting budget holders and working collaboratively across an organisation	Broad knowledge of the Councils' services and systems

Skills / Abilities

Essential	Desirable
Ability to use various budget forecasting techniques	Experience of collating and reporting management information
Ability to use and interpret financial management systems	Ability to develop the use of financial management systems to create improvements and efficiencies
Ability to present financial information in a clear and concise manner	Ability to work collaboratively across the Organisation
Good organisational skills and ability to prioritise and work to tight deadlines remaining calm under pressure	Ability to review processes and recommend better ways of working
Good communication skills both written and verbal	



Committed to high standards of performance, accuracy and quality	
Proactive approach to work and committed to providing excellent customer service	
Proficient in the use of ICT including Microsoft Excel	

General / Other

Essential	Desirable
All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health & Safety policies.	
Flexible to undertake out of hours work as required especially during the closure of accounts process.	
An engaging enthusiastic and positive manner with a strong 'can do' approach.	

General

The list is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected



of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.