

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Accountant
Service Area / Team	Finance
Reports to	Principal Accountant (Strategic Revenue)
Grade	G
Politically Restricted Post	No
DBS Requirement	Basic

ROLE PURPOSE
➤ To provide high quality professional financial support and advice to the Council at both Officer and Member level.

KEY TASKS AND RESPONSIBILITIES
➤ To be a member of and provide input to the Finance Team in a climate of continuous improvement and change. ➤ Responsible for the financial aspects of relevant service areas as assigned by the Chief Officer and/or Chief Accountant, providing support to allocated Chief Officers and budget managers including all aspects of revenue monitoring and budget preparation, providing information for external reporting and ensuring guidelines are sent out to key staff in line with year-end closedown timetables. ➤ Provide line management to the Assistant Accountant including managing and monitoring workload and performance and supporting training to ensure high levels of customer service. ➤ Act as a mentor to the team, supporting personal development by undertaking regular 1-2-1 meetings and performance reviews with the Assistant Accountant. ➤ Assist the Chief Accountant in the preparation of the budget, including preparation of salary budgets ➤ Assist the Chief Accountant with the preparation of the final accounts to an extremely high quality, delivered within all reporting deadlines including all necessary financial statements, working papers and provide assistance to auditors as required. ➤ To be the finance lead on various projects across the council. ➤ Provide expert technical advice, support, monitoring and reporting for the relevant allocated service area(s) which may include, but is not limited to, the following: i. Manage or prepare (as appropriate) annual and quarterly government returns by statutory deadlines eg Whole Government Accountant (WGA), Revenue Outturn (RO) & Revenue Account (RA) and Quarterly Revenue Outturn (QRO). ii. Manage the production of final accounts by the statutory deadline (eg expenditure and financing analysis, IAS19 adjustments, balance sheet controls and auditor queries. iii. Ensure any future VAT responsibilities are identified in a timely manner and the council / trading companies are compliant within required deadlines. iv. Responsible for various partnerships, ensuring that all partnership monitoring and budget setting is delivered to a high standard.

v. Ensure the financial activities of the council / trading companies meet the requirements of HMRC in accounting for VAT. vi. Provide cover for treasury management where needed, including daily treasury functions and investment management. vii. Maintain a high level of knowledge on the Finance system and its capabilities, ensuring knowledge is passed to the Assistant Accountants.
➤ To lead and co-ordinate the preparation of budgets in accordance with the approved budget timetable for relevant service areas including: i. Reviewing salary estimate calculations with budget managers. ii. Reviewing growth and savings proposals. iii. Reviewing fees and charges with budget managers iv. Preparing reports for the Corporate Leadership Team and agreeing final schedules for publication. v. Collating central recharge returns from budget managers to calculate recharges and maintain the recharge model. vi. Calculating annual contract inflation. vii. Preparing centrally determined costs including insurance, mobile phones and expenses costs
➤ To lead on the monitoring of budgets and ensure accuracy of coding in accordance with the prescribed deadlines, including: i. Monitoring expenditure and income projections against budgets and provide a robust challenge to budget managers where necessary. ii. Checking the accuracy and validity of projections. iii. Meeting with relevant budget managers and Chief Officers to review and agree their projections, including salaries, and identify and resolve queries. iv. Ensuring budget variations are reported in a timely manner in accordance with the Council's constitution and Financial Procedure Rules. v. Producing monthly, quarterly and any other required periodic budget monitoring reports for Director and Committee meetings. vi. Support the Chief Accountant in monitoring and updating the reserves schedule. vii. Process / authorise journals, budget virements and bank payments.
➤ To provide financial information and advice, summary briefings including the financial implication on CLT and Committee reports, and detailed analysis to service managers and budget holders.
➤ To manage and maintain the Council's recharge model including co-ordinating percentage allocations for all staff, preparing calculations twice yearly for budget preparation and final accounts, updating budget codes and resolving issues.
➤ To co-ordinate the Public Inspection period, logging requests, allocating requests to Assistant Accountants and other officers, collating and validating returned information and responding to queries.
➤ To complete statutory returns, grant claims and other information requests (including FOI requests) in accordance with prescribed timescales.
➤ To carry out any other related duties as may be directed from time to time by the Chief Officer or Chief Accountant.

CORPORATE EXPECTATIONS

- Adhere to the council's safeguarding policies and procedures and undertake relevant training to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.

➤ To actively demonstrate the values and behaviours of the council.
➤ To ensure our customers are valued by considering their views and needs in all that we do.
➤ To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
➤ To communicate openly and honestly with colleagues, members and customers.
➤ To undergo any training necessary to be able to fulfil the requirements of the job.
➤ To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Accountant

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential - A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. - AAT qualified as a minimum or CCAB part qualified Accountant	✓		
	Desirable CCAB qualified Accountant.	✓		
Experience and Knowledge	Essential 3 years recent and relevant experience within a financial environment, ideally within local government	✓	✓	
	Experience of working in a customer facing environment.	✓	✓	
	Detailed knowledge and experience of operating MS Office systems such as Microsoft Word, Excel and Outlook.	✓	✓	✓
	Experience of computerised financial information systems.	✓	✓	
	Experience of budget setting, monitoring and closing of accounts.	✓	✓	✓
	Knowledge of VAT and how it applies to local authorities and companies.	✓	✓	✓
	Possess detailed financial accounting knowledge to ensure that financial record-keeping arrangements are managed in line with legislation, the council's Constitution and current professional standards.	✓	✓	

