

Job Details

Job Title: **Accountancy Officer**

Post Number: POST000044

Directorate: Resources

Section: Accountancy

Post Grade: Tier: 5, Grade: D

Responsible to: Group Accountant

Responsible for: Not applicable

Job Purpose

- Maintain a comprehensive monthly reconciliation for bank accounts, debtors, creditors and control accounts. Maintain a comprehensive reconciliations register. Assist in providing accountancy advice and information to directorates as required so finances are managed in line with council policy and procedure. Log all insurance claims, maintain the database and respond to all insurance correspondence.

Main Responsibilities

- Assist in providing accountancy advice and information to directorates so that the finances are managed in line with council policy and procedure.
- Maintain a comprehensive bank reconciliation process. Undertake monthly financial reconciliations to ensure that the general ledger balances against the bank statements.
- Undertake monthly system reconciliations and to investigate and correct any reconciling items.
- Log all insurance claims, maintain the database and respond to all insurance correspondence.
- Assist in the review of insurance cover of the council's assets to minimise the risk of financial loss to the council. Assist in providing information for the retendering of the insurance contract.

- Provide Treasury Management admin support in line with council policy and procedure.
 - Maintain a register of all grant income received by the council and reconcile to the general ledger.
 - Obtain precept and concurrent function information from Parishes. Maintain a process of monitoring the information.
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Decision making

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Financial Responsibilities

- Assist in monitoring revenue directorate annual budgets.
 - Assist in the budget setting process by preparing salary estimates.
 - Undertake financial reconciliations.
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Key Contacts / Relationships

- Maintain working relationships with spending managers, internal audit, external audit, the council's insurers and the council's bankers.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training

courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post 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 themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Head of Finance & Deputy S151 Officer

Date: July 2015

Version: 1.3 – August 2026

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: ACCOUNTANCY OFFICER

Post Number: POST000044

EXPERIENCE

Essential Criteria

- Experience in a relevant financial or accounting environment. A,I

Desirable Criteria

- Experience of reconciling financial systems. A,I
 - Experience of monitoring revenue and capital budgets. A,I
 - Experience of liaising with external auditors. A,I
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QUALIFICATIONS

Essential Criteria

- Good standard of general education, including GCSE English and Maths at Grade C/4 or above, or equivalent qualifications or demonstrable ability through relevant work experience. A,D

Desirable Criteria

- Association of Accounting Technicians (AAT) or currently studying for this qualification. A,D
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SKILLS & KNOWLEDGE

Essential Criteria

- Good numeracy skills
- IT literate. A,I
- Ability to work to strict deadlines. Prioritisation and time management skills. A,I
- Excellent interpersonal skills. A,I

Desirable Criteria

- Experience of bank reconciliations and reconciling financial systems. A,I
 - Knowledge of monitoring budgets. A,I
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OTHER REQUIREMENTS

Essential Criteria

- Ability to work in a team. A,I

Desirable Criteria

- Demonstrable commitment to equality of opportunity. A,I

ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

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