Isle of Anglesey County Council
Job Description / Person Specification

PART A

CYNGOR SIR YNYS MÔN ISLE OF ANGLESEY COUNTY COUNCIL

Job Title: Accountant (Capital)

Post Number :

Service / Section : Resources – Accountancy

Grade : 6

Overall Job Purpose:

To be responsible to the Senior Accountant, supervising the activities of the associated Accountancy Assistant(s) as part of the wider team responsible for corporate financial planning, management and accounting with particular responsibility for capital accounting, budgeting, monitoring and the production of the corresponding year end financial statements.

To lead on areas of own responsibility and to support the Senior Accountant in the effective financial management, governance and accounting of the Council's Capital Programme, ensuring compliance with statutory, regulatory and professional requirements.

The role works with, and provides specialist financial advice to senior officers, project managers and elected members, supports the annual capital closedown process, and maintains the integrity of the Fixed Asset Register.

The postholder will support external audit requirements, ensure the accurate completion of statutory returns, manage and develop the Accountancy Assistant and deputise for the Senior Accountant – Capital & Treasury and / or Finance Manager as required.

The post holder will also contribute to the Council's wider financial governance and strategic objectives.

General: *To comply with the local authority's Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

In accordance with the Local Authority's Corporate Safeguarding Policy and the Social Care Wales Safeguarding Framework, this role requires the postholder to complete safeguarding training at the appropriate level. All employees must complete ***Group A*** *(mandatory e-learning). In addition, the post holder will need to ensure that they comply with the requirements of the below level of training in accordance to the Safeguarding Training Framework.*

Group B ☐

Group C ☐

Group D ☐

Group E ☐

Group F ☐

For guidance on above Safeguarding levels, visit: https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards

Main Duties / Responsibilities

1. Maintain, update, and review capital budgets as part of the corporate budget-setting process.
2. To support the development of, and the financial appraisal of business cases for new capital proposals
3. To work with services and project managers to review the progress of capital projects, the expenditure, the risks, and programme phasing
4. To assist the financial monitoring of the Council's multi-year capital programme.
5. To support the Senior Accountant in the preparation of the monthly corporate capital budget monitoring process and production of associated reports.
6. To prepare, ready for review, the government statutory returns and any grant claims.
7. To ensure all capital expenditure is correctly classified, recorded, and supported by appropriate evidence
8. To support with the maintenance of the fixed asset register, ensuring accurate recognition, measurement, categorisation, and calculation of depreciation.
9. To monitor capital financing streams, ensuring financing is accurately applied throughout the year and at final closedown.
10. Ensure adherence to financial regulations in all capital approvals and transactions.
11. To support the Finance Manager and Senior Accountant in completing the corporate aspects of the process for the closure of accounts and the production of the Statement in accordance with the set deadlines.
12. Provide timely and accurate responses to auditor queries and ensure all evidence is audit ready.
13. To represent the service in a professional and proactive manner to other officers and external contacts.
14. To contribute to the ongoing development of the service.
15. To ensure that the day-to-day Treasury Management activities are completed as and when required and to assist in the drafting of associated strategies, reports and procedures.
16. To ensure the accurate and timely completion and submission of returns and grant claims in line with specified deadlines and the compilation of requisite supporting information for external inspection.
17. To assist the Senior Accountant in the interpretation of new directives, guidance, legislation, regulations and Codes of Practice, specifically as they relate to Treasury Management and Capital Accounting matters.
18. To deputise for the Senior Accountant and Finance Manager at meetings etc. as and when required.

General - Essential

19. To work collaboratively within the Resources Function to provide co-ordinated, flexible and comprehensive financial support across the Council.
20. To prepare financial reports and appraisals and respond to FOI requests and any other *ad hoc* queries and requests.
21. To participate in project teams.
22. To ensure that the Authority's policies and guidelines are adhered to and that all mandatory training modules are completed.
23. To ensure that Customer Excellence is instilled within the team.
24. To liaise with / assist with internal and external auditors.
25. To respond to supplier and departmental queries on all aspects of capital or treasury management
26. To undertake the management of staff as required by the Council's corporate policies e.g sickness management, performance management.
27. In order to keep up with system and processing development there is a need to be able to be forward thinking and create an opportunity within the section to take the section forward. This will include future planning.
28. Other duties as required, commensurate with the nature of the post.

Person Specification:	**Essential (E) Desirable (D)**
Education and Training **The minimum educational requirements/professional or vocational qualifications for the post:**	
1. Qualified Accounting Technician or part-qualified CCAB (or equivalent)	**E**
2. Actively working towards full CCAB qualification	**D**
3. Degree in a relevant subject i.e. finance, business or management related	**D**
Any specific training required for the post including Certification:	
1.	
Key Competence Requirements **Job related knowledge:**	
1. Experience of accountancy work, preferably in a local authority or comparable organisation.	**E**
2. Knowledge and understanding of the role of the finance service in the achievement of the service objectives.	**E**
3. Experience of undertaking the final accounts closure process in an organisation.	**E**

4. Experience of operational Treasury Management activities, including updating cash flow forecasts.	**E**
5. Experience of preparing capital budgets for a large public sector organisation	**E**
6. Experience of producing budget monitoring reports and other financial management information.	**E**
7. Knowledge of the overall framework of accounting and Treasury Management policies.	**E** **D**
Specific skills:	
1. Ability to produce and present information in a clear and understandable way to a range of service users.	**E**
2. Ability to work with financial management packages and with MS Office applications, including Excel, Word and Outlook..	**E**
3. Ability to communicate clearly both verbally and in writing.	**E**
4. Ability to manage own workload and that of the Team in order to achieve the objectives of the service within the required timescales	**E**
5. Ability to contribute to ongoing service development and improvement	**E**
6. Ability to maintain high standards in records and documentation of work undertaken.	**E**
7. Ability to demonstrate a high degree of numeracy, combined with skill and accuracy in handling, inputting and managing a wide range and high volume of financial data, whilst dealing with conflicting demands and time pressures.	**E**
8. Ability to demonstrate and lead on customer excellence practices.	**E**
9. Ability to establish good working relationships with colleagues within the Resources service and from other professions.	**E**
10. Ability to adopt a flexible approach to meet the needs of individual service area's, internal customers and external customers.	**E**
11. Ability to manage staff sickness absence and staff appraisals in accordance with Local Authority procedures	**E**
12. Ability to motivate team members	**E**
13. Ability to adapt to change and to manage the change of processes and procedures within the Team	**E**

Position in the Organisation:

Reports to: Senior Accountant Capital & Treasury

Staff Supervised : 1 (subject to change)

Working Arrangements and Conditions:

Working Week : Any 5 out of 7, Monday to Sunday

Contracted Hours : 37

Identified Work Base : Anglesey

Hybrid Working : Yes

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒

English Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of Preparation of this Job Description Document : July 2026

PART B	Part A and Part B need to be completed fully for Job Evaluation Assessment

Further Knowledge, Skills and Competencies required for job evaluation assessment (can also be assessed during Interview):

1. Experience of managing own workload and delivering against defined performance outcomes.
2. Experience of providing formal training, advice and guidance on financial matters to non financial managers.
3. Ability to maintain high standards in record keeping and the documentation of work undertaken.
4. Ability to interpret and apply relevant professional and statutory guidance.
5. Ability to establish and develop good working relationships with colleagues within the Finance service and other client services.
6. Ability to lead and motivate staff and to delegate where appropriate.
7. Empathy with, and commitment to the Council's aims and objectives.
8. Experience managing budgets and resources
9. Commitment to customer care.
10. Commitment to equal opportunities.
11. Flexible approach to working hours to meet the demands of peak workloads
12. Readiness to attend training events as required
13. Full and current driving licence.

Financial Resources

Level : 5A

Indicative Value : £1m +

Physical Resources

Land and Buildings – No. / Area	Value : £0
Plant / Vehicles / Equipment	Value : £0
Information Systems – No. / Volume	Value : £250,000+ Responsibility for handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important. Level 4

Delegation: Deputise for the Senior Accountant Capital & Treasury or Finance Manager (Corporate) as and when required.

Demands within the Job:

Physical Demands:	Normal physical demands associated with an office environment, including standard keyboard use, use of office equipment and lifting of small items of equipment, paper records, storage boxes etc.
Mental Demands:	Combination of lengthy mental effort and concentration in order to complete tasks where 100% accuracy is required Completion of reports and analyses of, whilst dealing with other demands for assistance or information from colleagues or customers which require an immediate or urgent response. Required to balance conflicting demands and priorities in an often pressurised environment.
Emotional Demands:	1. The postholder will be required to ensure that processes and practices comply with current or changing legislation and practices, which may result in challenges and conflict in dealing with Council staff and external companies and contractors in both formal meetings and other informal circumstances. 2. Workload is generally high but increases significantly at certain points in the year e.g. around the end of each quarter and at end of financial year end. The increased workload adds significantly to the pressure of the role. 3. There may be occasional exposure to distressing or emotional circumstances, e.g. in respect of grievance or disciplinary matters, redundancy or redeployment situations, or in supporting staff in circumstances of bereavement or family difficulties.

Normal Work Location:

☐ Normally office based
☒ Office based but with some site / home / meeting visits
☐ Role involves substantial travelling with occasional visits to identified work base

Business Travel:

☐ No business travel
☒ Some business travel. Postholder may be called upon to provide own vehicle
☐ Some business travel. Council vehicle may be provided to postholder
☐ Postholder employed as driver / required to operate specialist machinery

Exposure to disagreeable working conditions

Environmental:

☒ Minimal / normal office environment
☐ Some
☐ Significant

Aggressive / Difficult Clients:

☐ Minimal
☒ Some
☐ Significant

Other Conditions

DBS Check Required:
☐ Enhanced
☐ Standard
☒ Not Applicable

Work Flexibilities / Restrictions

Politically Restricted Post:
☐ Yes
☒ No

Home / Mobile Phone Provided:
☐ Yes
☒ No

Protective Clothing Provided:
☐ Yes
☒ No

Language Skills – Workplace Assessment Levels	
(i) Listening	
0	No Skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work
(ii) Reading	
0	No Skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work
(iii) Speaking	
0	No Skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]

2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary
(iv) Writing	
0	No Skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision