Isle of Anglesey County Council

Job description / Person specification

Part A

Job title: Accountant (Directorate Support)

Post number:

Service / Section: Deputy Chief Executive - Resources

Grade: 6

Overall job purpose

The post holder will be responsible to the designated Finance Manager or Senior Accountant, supervising the activities of the associated Accountancy Assistant(s), as part of the wider team, for the provision of a comprehensive range of:

- management accountancy and financial information services, and
- professional financial advice and support

to the designated Directorate(s), with particular responsibility for one or more services. The post holder will contribute, as part of the team, to the overall development of the Council's accountancy services and to the ongoing critical review and continuous improvement of systems, processes and working practices.

The postholder will contribute to ensuring the availability to the service(s) of robust financial support and advice services, configured to meet both the current and future business needs. This will include both regular, programmed activities, such as budget monitoring, and specific tasks such as supporting individual specific projects and initiatives and responding to *ad hoc* queries and requests.

General: *To comply with the local authority's Corporate 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 ☐

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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. To assist the Finance Manager and/or Senior Accountant in ensuring effective and efficient service delivery.
2. To represent the service in a professional and proactive manner to other officers and external contacts.
3. To contribute to the ongoing development of the service.
4. To work collaboratively within the finance function to provide co-ordinated, flexible and comprehensive financial support across the Council.
5. To ensure the prompt and efficient preparation and completion of designated service's revenue budgets, within the required timescales, including full liaison with budget holders.
6. To advise the service managers on the budget process and timescales and ensure that these are complied with.
7. To complete the detailed monthly monitoring report for the designated service for inclusion in the regular corporate monitoring reports.
8. To provide managers, budget holders and other users with access to further budgetary and other financial information required for the planning, monitoring and delivery of services.
9. To ensure the maintenance of regular contact with service users and budget holders, providing financial advice, support and information as required and ensuring that the Council's financial management and administration and contract procedures are understood and complied with within the designated service.
10. To ensure the timely and effective closure of accounts within the designated service area, in accordance with the set deadlines.
11. To liaise with the External Auditor as required, in respect of, eg grant claims and closure of accounts.
12. To supervise the work of accounting technicians within the team.
13. To prepare financial reports and appraisals and respond to *ad hoc* queries and requests.

14. 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.
15. To participate in project teams.
16. To assist the Finance Manager and/or Senior Accountant in the interpretation of new directives, guidance, legislation, regulations and Codes of Practice as these affect the designated service.
17. Other duties as required, commensurate with the nature of the post.

Person specification

Education and training **The minimum educational requirements / Professional or vocational qualifications for this post:**	**Essential (E) Desirable (D)**
1. Qualified Accounting Technician or part-qualified CCAB (or equivalent).	E
2. Actively working towards full CCAB qualification.	D

Any specific training required for the post including certification:	**Essential (E) Desirable (D)**
1.	

Key competence requirements **Job related knowledge:**	**Essential (E) Desirable (D)**
1. Experience of accountancy work, preferably in a local authority or comparable organisation.	E
2. Knowledge and understanding of the overall framework of accounting policies and practice and legislation/government policies.	E
3. Knowledge and understanding of the role of the finance service in the achievement of the service objectives.	E
4. Experience of preparing revenue budgets.	E
5. Experience of producing budget monitoring reports and other financial management information.	E
6. Experience of providing advice and guidance on financial matters to non financial managers.	E

Specific skills:	Essential (E) Desirable (D)
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 work to tight deadlines.	E
5. Ability to explain financial matters to non-finance officers and question and assess the financial implications of decisions.	E
6. Ability to contribute to ongoing service development and improvement.	E
7. Ability to maintain high standards in records and documentation of work undertaken.	E
8. 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.	E
9. Proficient in both spoken and written Welsh.	D
10. Ability to establish good working relationships with colleagues within the finance service and from other professions.	E
11. Ability to adopt a flexible approach to meet the needs of individual service area budget holders.	E
12. Ability to manage own workloads to achieve results.	E
13. Ability to manage staff sickness absence and staff appraisals in accordance with Local Authority procedures.	E
14. Empathy with and commitment to the Council's aims and objectives.	E
15. Commitment to equal opportunities.	E
16. Commitment to customer care.	E
17. Commitment to the achievement of continous improvement.	E

Position in the organisation

Reports to: Senior Accountant / Finance Manager

Staff supervised: Accountancy Assistant / Trainee

Working arrangements and conditions

Working week: Any 5 days out of 7. Monday to Sunday

Identified work base: Anglesey

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Contracted hours: 37 hours

Language requirements

Welsh language skills (please see the skills framework attached)

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

English language skills (please see the skills framework attached)

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

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: 01 .10.2026

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):

Financial resources

Level: 3

Indicative value: £250,000

Physical resources

Description	Value
Land and buildings – Number/area	£
Plant/Vehicles/Equipment – Number	£
Information systems – Number/volume	£

Delegation

Deputise for the Senior Accountant as and when required.

Demands within the job

Element	Demands
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, etc.
Mental demands:	Combination of lengthy mental effort and concentration in completion of, e.g. budget preparation and completion of reports and analyses of, and recurring requirement for intense effort and concentration to respond quickly to unpredictable and varied demands, e.g. in response to information required urgently by the service or to external enquires in respect of the Council's finances. Required to balance conflicting demands and priorities in an often pressurised environment.

Element	Demands
Emotional demands:	Exposure to emotional or distressing circumstances may occur rarely.

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
- ☐ Basic
- ☒ Not applicable

Work flexibilities/Restrictions

Politically restricted post:

- ☒ Yes

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- ☐ No

Home/Mobile phone provided:

- ☐ Yes
- ☒ No

Protective clothing provided:

- ☐ Yes
- ☒ No

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Language skills – Workplace assessment levels

(i) Listening

Level	Definition
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

Level	Definition
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

Level	Definition
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

Level	Definition
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

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