



Title Accounting Technician	Department Chief Executive's	Post Ref.
Job Purpose The Accounting Technician will provide high quality advice, information, analysis and interpretation to finance colleagues and budget holders to underpin effective decision making, meaningful performance management and to meet statutory requirements.		
Key Responsibilities <ol style="list-style-type: none">1. Assist in the management of financial resources, to ensure probity, efficiency, high performance and overall value for money.2. Understand customer needs and provide them with a service they value.3. Support the delivery of finance productivity and efficiency improvement and cost reduction plans so that the transformation strategy can be achieved.4. Provide officers with high quality financial advice and information on financial standards and practices.5. Support the delivery of projects as requested.	Key Accountabilities <ol style="list-style-type: none">1. Provide budget holders with the required information to support the development of financial plans and management of their budgets.2. Provide timely and accurate information and advice to front line budget holders to allow effective management of their budgets and assist them in carrying out their financial duties, constructively challenging where appropriate.3. Embed a culture which empowers budget holders and supports the delivery of value for money services, including the provision of information on benchmark information and key cost drivers.4. Analyse, interpret and communicate financial and performance data, and provide financial advice in the form of management reports.5. Complete returns and questionnaires as requested.6. Understand unit costs and drivers and interpret variances robustly. Accurately prepare, monitor and control estimates and forecasts.7. Maintain financial systems and processes ensuring proper reconciliation and control procedures are in place. Implement requested changes.8. Deliver accurate financial estimates, forecasts and plans ensuring all identified risks are quantified and appropriately recorded with assumptions documented.9. Implement changes required within finance as a result of new legislation or change in policy.	

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| | <ol style="list-style-type: none">10. Support the financial management of the Capital Programme.11. Deliver the timely preparation of information for business cases / projects from a financial perspective, quality assuring the information provided.12. Contribute to the development of the Finance & Procurement Service plan and review performance against that plan. Support the delivery of new initiatives and key financial projects as requested.13. Deliver information to support the annual accounts closure programme as requested and in accordance with the agreed timetable.14. Ensure compliance with financial regulations and professional accounting standards. Operate to a framework of working practices. |
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The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

1. Part AAT qualified or equivalent.

Experience

1. Knowledge & understanding of financial management issues.
2. Experience of process & practice improvements within a finance setting.
3. Financial planning and management for specific budgets.
4. Providing financial advice & support to budget holders.
5. Working with a range of financial systems and processes and supporting their development.
6. Supporting the delivery of innovative and effective means of financing the delivery of services, including constructive challenge.
7. Engaging and working with budget holders.
8. Working proactively with colleagues across the finance function.
9. Supporting multi-disciplinary teams to achieve service outcomes.

Personal skills and general competencies

Listening and responding to the needs of our customers

- Puts into practice the Council's commitment to excellent customer service including mentoring and supporting junior staff in meeting customers' needs
- Sets a personally high standard of customer service as an example to staff

Using the Council's resources effectively, reducing bureaucracy and ensuring maximum efficiency

- Sets a positive example by using resources efficiently in line with priorities and correcting inefficient practices
- Leads by example in putting forward ways of working more efficiently

Demonstrating purposeful and inspirational leadership

- Acts as a personal example to frontline staff by demonstrating a positive working ethos, sharing expertise and helping staff to work more effectively

Creating an open and respectful dialogue to achieve our ambitious goals and targets

- Builds positive personal relationships with customers, with colleagues and partners
- Bounces ideas off colleagues and peers, seeking input and constructive challenge
- Guides and supports frontline staff to adapt ways of working in a changing environment
- Develops awareness of new practice in their profession and developments within the Council

Achieving high levels of performance

- Sets and delivers stretching personal goals and work standards
- Acts as an example to motivate others
- Actively supports colleagues to achieve their targets and objectives

Demonstrating fairness and equality in the treatment of customers and staff

- Treats all customers and colleagues with respect, consideration and confidentiality
 - Acts as a source of advice in relation to treating all customers and colleagues with respect and consideration
 - Challenges inappropriate behaviour
- Maintaining effective risk management of services and activities to ensure a healthy and safe environment for staff and customer alike**
- Exemplifies safe working in line with health and safety, acting as a source of advice to other staff
 - Has a considered and professional approach to the management of risk, showing understanding of the risk management system

Role Dimensions

1. The Accounting Technician will deliver general financial management support to budget holders. The role is expected build strong relationships with finance colleagues and internal partners.
2. An Accounting Technician will (dependant upon the team they are in) report to a Senior Accountant/Senior Finance Business Partner Accountant/Finance Business partner (although day to day supervision and support may be carried out by an Assistant Accountant)
3. The post has have no direct financial or staff management responsibility. In direct financial responsibility will be generic in nature, primarily supporting other team members in the monitoring of budgets, reconciliations, final accounts, financial advice etc.
4. The post-holder will be expected to achieve high customer satisfaction levels and make a real and demonstrable difference to the delivery of the Council's business.

Please attach a structure chart

Date February 2012

Tier 7 – Experienced / Professional Staff