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| **SUPPORT STAFF VACANCY** ADVERTISEMENT DETAILS |  |

**Additional Information Regarding the Typical Duties of the Posts**

Children, Families and Cultural Services Finance teams

The typical duties of these Accounting Technician roles are as follows:

* Assisting budget holders with the monthly budget forecasting process (this could be via an onsite visit),
* Dealing with miscellaneous financial queries,
* Providing advice on accounting for income/expenditure,
* Compilation and processing of journals and budget adjustments,
* Government grant claim administration,
* Use of financial systems to run reports and deal with queries,
* Training of staff involved with financial systems and processes,
* Completion of year end tasks; and
* Support to the departmental Finance Business Partner (Accountant) as required.

Schools Finance Team

The typical duties of this Accounting Technician role is as follows:

* Assisting schools with their budget setting and forecasting process (via an onsite visit),
* Providing telephone support to schools for miscellaneous financial queries,
* Providing advice on accounting for income/expenditure,
* Use of financial systems to run reports and deal with queries,
* Training of schools based staff,
* Bank and other reconciliations,
* Completion of year end tasks; and
* Support to the departmental Finance Business Partner (Accountant) as required.