Nottinghamshire County Council

Title **Assistant Accountant**	*Department* ***Resources***	***Post Ref.***

Job Purpose

The Assistant Accountant will deliver and co-ordinate the delivery of all aspects of financial management support to the Finance Service and front line budget holders. The role is expected build strong relationships with finance colleagues and internal partners.

Key Responsibilities

1. Support 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. Deliver 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. To co-ordinate and deliver any project or programme as agreed by the Head of Financial Support.

Key Accountabilities

1. Provide budget holders with the required information to support the development of financial plans and management of their budgets.
2. Co-ordinate the provision of, and deliver, 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. Support front line budget holders in interpreting the information and arriving at decisions.
5. Ensure the accurate completion of 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. Contribute to appraisals and reviews and implement changes required as a result of new legislation or change in policy. 10. Support the financial management of the Capital Programme. 11. Co-ordinate and 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 Financial Professional Services annual plan and review performance against that plan. Deliver new initiatives and key financial projects as requested. 13. Co-ordinate the delivery of and 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 and propose changes as required.
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification

Education and Knowledge

1. Full AAT qualification or equivalent.
2. Knowledge & understanding of financial management and financial frameworks in a large organisation - preferably public sector.

Experience

7. Knowledge & understanding of financial management issues within an organisation.
8. Process and practice improvements within a finance setting.
9. Financial planning and management for a service.
10. Providing financial advice & support to managers.
11. Contributing to the development of financial systems and processes.
12. Supporting the delivery of innovative and effective means of financing the delivery of services, including constructive challenge.
13. Engaging and working with service managers.
14. Working proactively with colleagues across the finance function.
15. Working in multi-disciplinary teams to achieve service outcomes.

Personal skills and general competencies

3. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
4. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
5. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
6. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Role Dimensions

16. The Assistant Accountant will deliver general financial management support to budget holders. The role is expected build strong relationships with finance colleagues and internal partners.

17. An Assistant Accountant will (dependent upon the team they are in) report to a Senior Accountant/Senior Finance Business Partner Accountant/Finance Business partner.

18. The post will be responsible for (dependent upon the team they are in) the day to day supervision of the Accounting Technicians in their teams.

19. 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.

20. No direct financial responsibility
21. No direct reports

Please attach a structure chart

Date 25/09/2017

Tier 7 – Experienced / Professional Staff