

SUPPORT STAFF VACANCY ADVERTISEMENT DETAILS

Nottinghamshire



County Council

Additional Information Regarding the Typical Duties of the Post

Children and Families Finance team

The typical duties of Accounting Technician roles are as follows:

Accounting & Budgeting Team

- 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

- 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,
- Administration of corporate banking contract for schools.
- Assurance visits,
- Completion of year end tasks; and
- Support to the departmental Finance Business Partner (Accountant) as required.