

## **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.