

JOB SUMMARY

Post Title	Senior Accounting Technician - Corporate						
Job Family	<i>Business Support</i>	Pay Range	9	Line Manager to others?	No	Role profile ref	BS09
Service Area	<i>Financial Management</i>						
Line Manager	<i>Finance Manager – Financial Accounting</i>						
Location	<i>Flexible remote and office-based working (County Hall, Newport, Isle of Wight)</i>						

Job Purpose

To support a full corporate and technical finance service, including financial advice, monthly monitoring, regular reconciliations and supporting the treasury management activities of the council.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Senior Accounting Technician supporting the Corporate & Technical Finance Team, no direct reports.
- Support the Finance Manager – Financial Accounting in the overall statutory accounts reporting of the local authority, assisting in reconciliations and production of the financial statements.
- To provide support to the Treasury Management function in analysing and developing forward cashflow projections and providing coverage for production of online banking payments.
- Assisting in the maintenance of chart of accounts information including the creation of codes, hierarchies and other SAP (or equivalent finance system) data integrity checks.
- Ensuring detailed monitoring and compliance with council reserves and balances, liaising with finance business partners as appropriate.
- Contributing to the regular budget monitoring of corporate finance areas including supporting capital as and when required.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience acquired through a combination of training and on-the-job experience, demonstrating development through a series of progressively more demanding and relevant work roles.	<i>Liaising with finance colleagues and some budget managers, working towards increasing the complexity of budget forecast and cashflow analysis to improve robustness and forward-looking nature.</i>	E	
Authoritative knowledge of relevant processes, systems, policies and procedures.	<i>This role is expected to gain detailed knowledge on SAP (or equivalent finance system) and have a good awareness of wider policies and procedures such as the Financial Regulations.</i>	E	
Good knowledge of other areas of the authority relevant to the service.	<i>Wider knowledge of local authority services supported will assist in the ability to provide financial advice that meets with the requirements of the Medium Term Financial Strategy and delivers against the Corporate Plan outcomes</i>		D
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	<i>Key data manipulation is completed on Excel spreadsheets on a daily basis such as corporate budget monitoring and a variety of financial analyses including council reserves and balances.</i>	E	
Excellent written and verbal communication skills and the ability to build relationships and influence others based on knowledge of the area. Proven ability to explain technical / specialist information in a way which a non-specialist can understand.	<i>Assisting in the drafting of the statement of accounts notes and disclosures requires careful narrative and engagement with service areas with various levels of financial ability for certain information requirements</i>	E	

03. G09 Senior Accounting Technician - Corporate

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Good planning and organisational skills, with proven ability to prioritise workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>The annual closedown timetable runs over many months and requires prioritisation decisions in order to meet statutory deadlines.</i>	E	
Numerate and accurate with attention to detail.	<i>The calculation and preparation of bank payments requires a high accuracy rate. The statement of accounts, involves high value material number work.</i>	E	
Good problem solving and analytical skills.	<i>Reconciliation of payroll and suspense accounts, can be complex and need investigative skills.</i>	E	
Experience or training sufficient to ensure financial processing / budget monitoring is completed accurately.	<i>Financial processing and budget monitoring is a key part of the role, both in terms of payments made through the bank system and monthly budget forecasting that is completed.</i>	E	
Experience of contributing to projects as part of a team.	<i>Assisting in interpretation of complex financial regulations such as new Accounting Standards and developing accounting solutions/policies and processes to ensure these are correctly adopted by the Council to remain compliant with Codes of Practice.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 standard or able to demonstrate equivalent experience.	<i>Member of Association of Accounting Technicians or equivalent relevant qualification</i>	E	
May require relevant certifications including evidence of fluency in English language.		E	
Other Requirements			
Organisational Structure (optional)			