

JOB SUMMARY

Post Title	Senior Accounting Technician						
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>Senior Finance Business Partner – Neighbourhoods and Regeneration Directorates</i>						
Location	<i>Floor 5, County Hall, Newport, IOW</i>						

Job Purpose

To support a full management accounting service to a range of services within the Directorates of Neighbourhoods and Regeneration, including financial advice, monthly monitoring, closedown of accounts, statutory returns and supporting budget managers to deliver a sustainable budget.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- Senior Accounting Technician supporting a range of services and major projects within Neighbourhoods and Regeneration Directorates
 - Support the Senior Finance Business Partner in the overall reporting at a Directorate level.
 - To support the budget managers within the service areas with financial advice and budget reporting including the identification of potential variances and assisting in the development of remedial action.
 - Completion of statutory returns/grant returns as required
 - Detailed analysis of budget information to assist service managers in decision making about future service delivery and the identification of opportunities for income generation and efficiency savings.
 - Supporting the Senior Finance Business Partner with support & challenge to services around budget planning.

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>Attending budget meetings individually with budget managers and as part of wider budget meetings, working towards increasing the complexity of budget forecast analysis to increase robustness.</i>	Y	
Authoritative knowledge of relevant processes, systems, policies and procedures.	<i>This role is expected to gain detailed knowledge of the service areas it supports including any relevant policies and legislation that impact on the provision of the services and consequently impact on the cost base.</i>	Y	
Good knowledge of other areas of the authority relevant to the service.	<i>Wider knowledge of local authority finance 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>		Y
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 budget monitoring and a variety of financial analyses.</i>	Y	

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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>Drafting of budget monitoring reports including narrative around variances is essential, financial messages will be delivered to an audience with a range of financial ability.</i>	Y	
Good planning and organisational skills, with proven ability to prioritise workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Monthly deadlines exist for internal budget monitoring, alongside government requirements on grant and compliance submissions.</i>	Y	
Numerate and accurate with attention to detail.	<i>Accurate financial forecasting is essential in order for the council to maintain appropriate overall financial control and mitigate financial risks if variances are identified.</i>	Y	
Good problem solving and analytical skills.	<i>The accurate and informative provision of data analysis to inform the decision making by budget managers.</i>	Y	
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, which needs to be completed with accuracy and knowledge of the relevant service area.</i>	Y	
Experience of contributing to projects as part of a team.	<i>Budget monitoring is a key task and involves communicating and working as a team to formulate the monthly Directorate level forecast.</i>	Y	
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>	Y	
Other Requirements			
May require relevant certifications including evidence of fluency in English language.			
Organisation Structure (optional)			