

JOB SUMMARY

Post Title	Accountancy Assistant – Treasury Management						
Job Family	<i>Business Support</i>	Pay Range	6	Line Manager to others?	No	Role profile ref	BS06
Service Area	<i>Technical Finance – Treasury Management</i>						
Line Manager	<i>Pension Fund and Treasury Management Accountant</i>						
Location	<i>Floor 5, County Hall, Newport, IOW</i>						

Job Purpose
To support the delivery of the treasury management service for the council and the pension fund including contributing to daily cash flow monitoring, quarterly forecasting and reporting, and annual closedown procedures.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- Provide initial cash flow information on a daily basis, recording bank transactions on the council's treasury management system (Logotech), referring more complex issues to senior finance staff.
 - Consolidate information received from other council departments into future cash flow projections on the treasury management system.
 - Create payments on the council's online banking system (Lloyds), and coordinate approval of same from internal bank signatories.
 - Complete monthly reconciliations for investment and borrowing activities between the council's treasury management system and accounting system (SAP).
 - Converting system data into relevant reports for service needs such as statistical returns and budget monitoring reports.
 - To represent the Financial Management service through active participation in team meetings, project groups and other working groups as appropriate.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment.	<i>Experience of working in a financial environment following relevant accounting policies and procedures.</i>	Y	
Working knowledge of relevant processes and systems.	<i>A working knowledge of using financial systems to undertaking duties such as inputting and reconciling transactions.</i>	Y	
Knowledge of the service provided in own area.	<i>A basic understanding of accounting policies and procedures required to provide relevant information and advice to budget managers and identifying and rectifying issues with data quality.</i>	Y	
ICT skills including use of Microsoft applications.	<i>Extracting large amounts of data from the SAP and Logotech systems to Excel for several purposes including forecasting and reconciling, therefore a good level of knowledge of Excel specifically and other Microsoft applications is required.</i>	Y	
Good verbal and written communication skills.	<i>Liaison with colleagues, service departments and external parties (bank, brokers, advisers) to provide and obtain financial information. Good telephone manner.</i>	Y	

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Numerate and accurate with attention to detail.	<i>Data quality is a key aspect of this role therefore you should be able to reconcile large amounts of financial data quickly and accurately.</i>	Y	
Understanding of how to deal with customers appropriately.	<i>Dealing with customers issues promptly in a polite manner and redirecting as appropriate to relevant finance staff.</i>	Y	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 3/4 qualification standard or able to demonstrate equivalent experience.	<i>A level qualifications or equivalent. Alternatively previous employment in a finance office, with purchase ledger, credit control, bookkeeping experience.</i>	Y	
RSA III (Word Processing) or equivalent professional qualification may be required.	N/A		
May require relevant certifications including evidence of fluency in English language.	N/A		
Other Requirements			
<i>This will be a part time (0.5 FTE) position, for which daily morning hours are required – starting no later than 8.30am, and finishing once all payment approvals have been completed.</i>			
Organisation Structure (optional)			