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| **BATH & NORTH EAST SOMERSET COUNCIL - JOB DESCRIPTION** | | |
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| **DIRECTORATE** | **Finance** | **POST NO: 20787** |
| **POST TITLE** | **Accountant (Career Grade)** | **GRADE: 5-8** |
| **RESPONSIBLE TO: Group Accountant** (**20789)** | | |
| **REPORTING TO THIS POST: None** | | |
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**1. PURPOSE OF JOB**

1. To contribute to the Finance service by providing financial and management accounting support to Council Services.
2. Responsible for contributing to the effectiveness of the team by providing professional finance support to Budget Managers and service-based staff. The post holders will be expected to assist Group Accountants in ensuring that service delivery of the financial processes operated in those areas is both efficient and effective.
3. The postholder will be expected to have a high level of proficiency in the use of the financial system and be able to train and develop the skills of service users in its functionality. The postholder will be expected to work with minimum supervision across the team’s portfolio of services

The Council has a set of corporate values (Bold, Empowered, Supportive and Transparent) which underpin everything we do, and all our staff are expected to behave in a way that aligns with our values, please see Section 3 for further information.

**2. PRINCIPAL ACCOUNTABILITIES**

**Service Delivery**

1. To contribute to the formulation of Service objectives and policies.
2. To contribute to the effective and efficient implementation of Council policies and the achievement of the Council’s objectives. To help achieve the aims, objectives and targets set by the finance service and the project manager, particularly financial.
3. To work within the values and culture of the Council. To participate in co-operative working across services in accordance with the Council’s Vision and Values. To participate in cross-service initiatives as required.
4. To undertake all duties within the Councils Rules, Policies, approved procedures and recognised codes of conduct, such as internet use, health & safety, equalities etc.
5. To be aware, and keep updated on, the issues affecting local government nationally and locally.
6. To contribute to ensuring that that effective external working relationships are established and maintained with outside organisations and agencies relevant to the work of the Council.
7. To contribute to effective and accessible communication with staff, service users, the general public and others as appropriate.

**Management**

1. Assist the Group Accountant in ensuring that budgets are prepared correctly, within guidelines set by the Finance Manager, to reflect proposed service levels and policy developments, and to determine their funding requirements.

**Working in a team**

1. To contribute to ensuring that effective internal working relationships are maintained with staff in the team and other finance sections.

**Service Development and/or Delivery**

1. To provide financial and management accounting information, both regular and ad-hoc, to senior officers and budget managers to enable them to manage their financial resources effectively.
2. Ensure that all ledger entries including invoices, virements, journals and other financial transactions are processed in a timely, accurate, effective manner.
3. Take an active role in the development and improvement of financial and management accounting information with and for managers and budget holders to enable effective management of limited financial and other resources.
4. Support in the monitoring of capital and revenue budget expenditure and contribute to the quarterly budget reporting

**Career Grade Scheme**

This post is subject to a career graded scheme. Progression through the grades is subject to:

* successful completion of an agreed development plan and qualification matrix
* assessment against the career grade criteria by your line manager

Progression is also subject to the availability of work being available at the level

**For progression to the higher grade (6), certain criteria must be in evidence, and such progression must satisfy the following additional requirements:**

1. Prepare the budget, maintain and close the accounts for specific Service areas within the Council as directed, to ensure that budgeted and actual financial performance is adequately and accurately planned, monitored and accounted for.
2. To maintain and monitor the financial systems operated within the Finance team, in order to ensure that financial systems are operating effectively and those system weaknesses or errors are resolved.
3. Arrange and provide instruction and training of finance staff and managers in financial systems and procedures.
4. Assist the Group Accountants with the preparation and submissions of grant claims to relevant Government Departments, European bodies or National funding agencies.

**For progression to the higher grade (7), certain criteria must be in evidence, and such progression must satisfy the following additional requirements:**

1. Liaise with service users, customers, employing bodies and trustees either verbally or in writing concerning all aspects of the financial and management accounting service.
2. Prepare management accounts, performance measures and graphical interpretation of accounts, including the calculation / projection of future results, for Senior Managers and officers.
3. Ensure that statutory and non-statutory Government or other statistical and financial returns are completed within the appropriate deadlines.
4. Develop and improve the financial and management accounting information to senior officers and Managers to assist them in providing efficient and effective delivery of the Council’s services.
5. Prepare monitoring reports for services as required, including calculation and analysis of key financial performance indicators.
6. Ensure that optimum functional use is made of the AGRESSO system and that all users are informed and adhere to implementation procedures. Including becoming a Super User of Agresso and providing advice on all modules to all users, updating reporting structures and assisting in the roll out of future modules.
7. To contribute to the production of the draft consolidated quarterly Management Board financial reports and interim outturn forecasts.

**For progression to the higher grade (8), certain criteria must be in evidence, and such progression must satisfy the following additional requirements:**

1. Able to present financial information in a professional manner, and interpret and explain complex financial information to non-financial audiences.
2. Undertake specific complex financial tasks and/or projects which contribute to the overall development of the Finance Service or improvements in service delivery generally.
3. Deputise for the Group Accountants as and when required, representing the service at Management meetings and making a professional contribution at all times.
4. Contribute to change management programmes, exhibiting an understanding and commitment to new initiatives, and supporting the motivation and engagement of other team members.
5. Able to work independently, making considered decisions without relying on direct management intervention or supervision.

**Other**

1. Degree educated in relevant subject or part qualified AAT
2. Practical experience of relevant spreadsheet applications and modern computer-based Financial Management and Information systems.
3. Ability to work to deadlines and under pressure.
4. Good written and verbal communications skills at all levels.
5. Ability to work confidently with service managers with clear communication and presentation of complex financial issues.
6. Ability to prepare and deliver training material to non-finance staff.

**3.VALUES AND BEHAVIOURS FRAMEWORK: Improving People’s Lives**

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|  | We are *bold* in our approach, set aspirational goals for ourselves and create innovative solutions to tackle problems and adapt to changing circumstances. This value demonstrates that we are proactive, take action and deliver outcomes which improve people's lives. |
|  | We *empower* our staff and the people of Bath and North East Somerset so that they have the confidence and ability to find solutions for themselves and others. This value demonstrates how we develop our staff so that they are knowledgeable, are trusted to make decisions, able to challenge us and have the authority to be enablers. |
|  | We are ***supportive*** and work together to build trusting relationships. Our staff give help and encouragement to the people of Bath and North East Somerset and each other. This value describes how we are curious, collaborative and care for each other, our residents and the environment. |
|  | We are **transparent**, honest and accountable. This value demonstrates that we act with integrity, are open to criticism, are honest about our mistakes and want to improve and do better so that we deliver on our promises. |
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These Values are underpinned by a set of behaviours for all staff, managers, and leaders. These Values and Behaviours are used to support and inform our recruitment decisions, staff development and organisational behaviour.

**4. DIMENSIONS**

A Career Grade Accountantwill work within a designated service portfolio with a high degree of diversity with variable workforce compositions, business needs and priorities.

Workforce size within each portfolio is between 680 and 900 staff, excluding casuals.

Flexible working arrangements mean that post holders may also work across the Finance Service as required.

**5. PHYSICAL EFFORT AND WORKING ENVIRONMENT**

This job requires use of a PC / laptop and is largely desk based.

This is an office-based job and will require the ability to work remotely and from home.

May be required to work in any council office or on occasion in partnership premises.

May occasionally be required to work outside of normal office hours.

**6. GENERAL**

Undertake such other duties and responsibilities as are specified by the Head of Service and are commensurate with the level of the post.

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The team structures within the Finance Service operate with a high degree of collaboration and flexibility, individual service portfolios may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

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| **6. PERSON SPECIFICATION** | | | |
| **POST TITLE** | **Accountant (Career Grade) (20787)** | | |
| **QUALIFICATIONS:** | | **Essential** | **Desirable** |
| 5 GCSEs or Equivalent (inclusive of English and Maths) | | ✓ |  |
| Degree educated in relevant subject or part qualified AAT | | ✓ |  |
| Studying towards a CIPFA / CCAB equivalent finance qualification | |  | ✓ |
| **PERSONAL QUALITIES** | | | |
| Strong team player who with a collaborative work style | |  | ✓ |
| The ability to be proactive, think creatively and identify development opportunities and continuing ways of improvement | |  | ✓ |
| Ability to cope with conflicting demands and deadlines | |  | ✓ |
| Ability to assimilate new information quickly | |  | ✓ |
| Have proven ability to communicate at all levels and display fluent verbal and written communication skills consistent with operating at Member and Senior Management level and in explaining complex financial matters to non-financial managers | |  | ✓ |
| Able to display fluent verbal and written communication skills with the ability to explaining complex financial matters to non-financial managers | |  | ✓ |
| Understand our Values and behave in a way that is consistent with them. | |  | ✓ |
| **KNOWLEDGE & EXPERIENCE** | | | |
| Experience in the preparation and monitoring of budgets | | ✓ |  |
| Experience in analysis of complex financial data using IT software | | ✓ |  |
| Working as part of a team | | ✓ |  |
| 2 years’ experience in a Public Sector Organisation | |  | ✓ |
| Knowledge/experience of Local Authority Accounting | |  | ✓ |
| **SKILLS & ABILITIES** | | | |
| Analytical/problem solving | | ✓ |  |
| IT (extensive use of software packages, particularly Excel and Word) and experience of financial systems, controls and financial rules | | ✓ |  |
| Knowledge of financial systems and processes | | ✓ |  |
| Knowledge of financial processes including budgeting, budget monitoring and year end accounts | | ✓ |  |
| Good communication skills, both verbal and written | | ✓ |  |
| Time management- achieve against agreed deadlines | | ✓ |  |
| Customer engagement skills | | ✓ |  |
| An ability to manipulate data in excel to produce relevant management information | |  | ✓ |
| Experience of undertaking data analysis with accuracy and attention to detail | |  | ✓ |
| Highly numerate, with the proven ability to understand, analyse, interpret and explain complicated information and data | |  | ✓ |
| Understanding of Agresso and how it works | |  | ✓ |
| Knowledge of local government finance | |  | ✓ |