

JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive
SERVICE	Financial Services
POST NUMBER	100284
POST TITLE	Finance Officer - Accountancy
POST GRADE	S4
CONDITIONS OF SERVICE	NJC for Local Government Services Conditions of Service as amended locally
RESPONSIBLE TO	Principal Accountant
JOB PURPOSE	To perform the daily Treasury Management function and provide support to the Senior Accountants with basic budget monitoring and accountancy tasks
MAIN AREAS OF WORK	
1	Providing the daily Treasury Management function – downloading reports, updating relevant Excel spreadsheets, maintaining bank account records and mandates, liaising with banks, brokers and other organisations in relation to financial products and administering investments upon instruction for the council; setting up regular and ad hoc online banking payments;
2	Maintaining the council's cashflow spreadsheet, liaising with accountants to obtain information on cashflows; reviewing them to inform decision making on investments and borrowings
3	Ensuring compliance at all times with approved Treasury Management Strategy Statement and Treasury Management Practices
4	Assist with the production of the council's Financial Statements in relation to Treasury Management
5	Contribution to the production of annual Treasury Management documents and to quarterly reports to Senior Management and Members
6	To assist Senior Accountants with basic budget monitoring and accountancy tasks
7	Reconciliation of various records and systems on a regular basis with the Financial Information system
8	Managing the council's corporate credit cards programme and similar schemes
9	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
10	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
11	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual.
12	To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service

PERSON SPECIFICATION



POST TITLE	Finance Officer – Accountancy	
DIRECTORATE	Deputy Chief Executive	
SERVICE	Financial Services	
POST GRADE	S4	
	Essential	Desirable
Qualifications		
At Least to GCSE A-Level English and Maths or Equivalent	X	
Finance related qualification (AAT or other)		X
Experience		
Substantial office experience, preferably in a finance environment	X	
Developing and maintaining complex spreadsheets	X	
Experience of working with computerised financial systems		X
Working with internal and external customers	X	
Skills and Abilities		
Excellent Excel skills	X	
Good general IT skills including Word and Microsoft Outlook	X	
Customer Service skills (for internal and external customers)	X	
Effective written and verbal communication	X	
Excellent skills in verbal and numerical reasoning	X	
Organised and self-motivated	X	
Ability to pay attention to detail and maintain accuracy and integrity of records	X	
Ability to work under pressure and deal with unforeseen and urgent demands	X	
Ability to work as part of a team	X	
Ability to understand and interpret regulations and legislation	X	
Ability to communicate financial information to non- financial audiences	X	
Training		
Willingness and ability to learn and apply new knowledge and skills/ potentially to undertake professional development	X	
Knowledge		
Understanding of local authority functions and responsibilities		X
Office administration	X	

March 2024