 

JOB DESCRIPTION

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| **JOB TITLE**  **GRADE** | **Accounting Technician** |
| Band E |
| **REPORTING TO**  **JD REF** | **Finance Manager/Senior Finance Manager/Senior Finance Business Partner** |
| **BUS0233G** |

# PURPOSE

The Accounting Technician is part of a team responsible for supporting non-finance officers in monitoring and maintaining their budgets, as well as supporting technical, finance and accountancy- related responsibilities. The Accounting Technician will support the provision of accurate, timely routine financial information and lend support to analysis that informs decision-making and financial management activities. The post holder will support the management, development and updating of the medium-term financial strategy and annual budget to ensure that it supports the strategic aims of the Council.

# MAIN DUTIES AND RESPONSIBILITIES

* Assist in the monitoring and control of budgets for assigned teams, ensuring compliance with financial policies and procedures.
* Contribute to the preparation of financial reports, forecasts, and budgets, under the guidance of senior team members.
* Support the analysis of financial data, identifying discrepancies, and assisting in the resolution of issues.
* Assist in maintaining accurate financial records and transaction documentation.
* Support senior team members to collaborate with stakeholders to provide financial guidance and support, ensuring effective financial controls are in place.
* Help in the preparation of financial statements and reports, adhering to regulatory and statutory requirements.
* Contribute to the identification and implementation of process improvements to enhance financial efficiency.
* Participate in training and development activities to expand knowledge and skills in finance and accountancy.
* Assist in the maintenance and update of financial systems and databases.
* Support the team in ad-hoc financial tasks and projects as required.

# ESSENTIAL CRITERIA

## Qualifications:

* Working towards a recognised technical accountancy qualification/part qualification (e.g. AAT) or equivalent vocational experience.

## Knowledge & Skills:

* Basic understanding of financial management principles and practices.
* Strong numerical and analytical skills.
* Attention to detail and accuracy in financial record-keeping.
* Good communication and interpersonal skills
* Proficiency in financial management systems and software
* Intermediate Excel skills and familiarity with other MS Office applications
* Knowledge of financial regulations and accounting standards relevant to local government.
* Technical accounting knowledge*.*

## Experience:

* Experience of working in a financial monitoring role.
* Experience of successfully working in a team environment.
* Experience of applying technical accounting knowledge as part of financial management practices.
* Experience of supporting financial year-end/closedown processes.

# DESIRABLE CRITERIA

* Educated to degree level.
* Knowledge of local government finance and budgetary processes.
* Experience of liaising with external auditors
* Experience of using financial software packages.

# ADDITIONAL INFORMATION

The job role may require travel between different local sites.

**HEALTH AND SAFETY CONSIDERATIONS**

• Work with VDUs (Video Display Unit) (>5hrs per week)

• Lone working

# DATE OF APPROVAL: APPROVED BY:

