



JOB DESCRIPTION			
Job title	VAT ACCOUNTANT (Specialist Post)		
Grade	L / M		
Department	EXECUTIVE DIRECTOR (RESOURCES)		
Service/team	FINANCIAL MANAGEMENT SERVICE		
Accountable to	PRINCIPAL ACCOUNTANT / OTHER COLLEAGUES AS REQUIRED		
Responsible for	FINANCE OFFICER / FINANCE ASSISTANT		
JE Reference	A5445 / A5446	Date Reviewed	Sept 2025

Purpose of the Job

You will be part of team providing financial management support to Council service managers delivering services to Knowsley residents. Your role will include providing specialist VAT advice to Council clients.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

This post has a “linked-grade” job description. You would usually start by undertaking roles at the lowest grade, and will then be given opportunities to develop in your role and demonstrate competency relating to higher grades. Where competency can be demonstrated over a sustained period, then you may be considered for progression to the higher grade.

GRADE L

- 1) Accounting
 - a) Identify, advise on, and manage the VAT aspects of projects and major developments undertaken by the Council and its partners.
 - b) Manage all aspects of VAT and other non-payroll related taxation and tax planning with the objective of minimising both the Council's tax liability and the financial risks associated with potential liabilities.
 - c) Monitor the Council's VAT partial exemption position to ensure the Council does not become partially exempt and ensure completion of necessary year end calculations.
 - d) Manage and monitor the “Option to Tax” process.



- e) Provide support and solutions to queries relating to VAT and non-payroll taxation as and when they arise.
- f) Provide strategic support to the Executive Director (Resources) in ensuring sound financial management, budget strategies and reporting arrangements are in place to assist the delivery of strategic corporate plans.

2) Managing Client Relations

- a) Lead the provision of financial management advice to clients on a day-to-day basis.
- b) Lead the reporting process to clients on relevant financial management issues.
- c) Effectively represent the team at working groups / meetings including external partnerships and special projects.
- d) Work with clients (including third parties / external service providers) to ensure the effective financial management of services and projects.
- e) Advise on relationships to the wider roles of the Financial Management Service when undertaking tasks and providing advice to clients.

3) Supporting Team Performance

- a) Ensure that relevant information is available to clients in accordance with agreed timetables.
- b) Produce appropriate written reports and financial statements to a high quality requiring minimal amendment by managers.

GRADE M - as Grade L plus:

1) Accounting

- a. Demonstrate a thorough understanding of how local government accountancy requirements impact upon financial advice and support.
- b. Interpret and monitor the financial implications of client projects, service plans, policies and strategies.
- c. Effectively complete tasks on a regular basis without the need for supervision or correction by manager.
- d. Make recommendations for improving adherence to local government accountancy standards when providing advice and support.



2) Managing Client Relations

- a. Provide robust challenge to the client on the financial aspects of service proposals and the interpretation of financial management issues.
- b. Ensure that advice to clients reflects an in-depth understanding of issues affecting specific client services and relationships to the client as a whole.
- c. Demonstrate an understanding of how issues affecting client services may affect the authority as a whole.
- d. Make recommendations for improvement on financial management issues, the optimisation of resources, improvements in service delivery and improving value for money.

3) Supporting Team Performance

- a. Originate, develop and implement appropriate improvements in the quality and efficiency of tasks.
- b. Train and develop other members of the team to equip them with the competencies required at their grade.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.



Knowsley Council

- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.