



ROLE DESCRIPTION

Job Title	Technical Accountant
Salary Band	37-40
Reporting to	Strategic Finance Manager
Directorate	Resources
Service Area and sub area	Finance
Team	Technical
Political Restriction	No

1. Primary Purpose of the Post
To provide technical accounting support for both Merseytravel and the Combined Authority.
2. Your responsibilities
<ul style="list-style-type: none">• To support the production of the annual statement of accounts for both Merseytravel and the Combined Authority, including complex group accounts and company accounts for both organisation's subsidiary undertakings in accordance with relevant timescales and guidance.• To provide relevant statutory financial information and prepare the submission of all relevant financial returns.• To assist the Strategic Finance Manager in the provision of capital accounting, including the management of the fixed asset revaluation programme and accounting adjustments and the development and maintenance of an asset register;• To provide an effective Balance Sheet monitoring and review function.• To ensure an effective control environment exists and oversee the development and implementation of control and reconciliation procedures• To review the organisations' chart of accounts and reporting structures within the financial ledger and ensure that these are kept current.• To maintain an up to date knowledge of all legislative and accounting changes and proposed changes and ensure that the organisations are well placed to respond and implement any such changes.• To provide financial training and advice as required.



- To undertake any other tasks commensurate with the grade as directed.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

3. General Corporate Responsibilities

- Commitment to demonstrating the corporate behaviours and upholding high ethical standards
- Compliance with all statutory requirements, standing orders and financial regulations of the organisation; ensuring all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the organisation's safety plan

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Technical Accountant

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
CCAB (or CIMA) Accountancy Qualification	E	A/I
2 years post qualification experience	D	A/I
Evidence and commitment to continuous personal and professional development	D	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
An detailed knowledge of local authority finances	E	A/I
An awareness of the aims and objectives of the Liverpool City Region Combined Authority, its devolution agreement and its structures and relationships with constituent Local Authorities	E	A/I
Significant involvement in year end closedown processes in line with accounting practice and challenging closure timescales or significant experience of working in an external audit team	E	A/I
Knowledge of the Local Authority Accounting Code of Practice and/or other financial regulations specific to the role	E	A/I
Experience of completing financial statutory returns	E	A/I
A proven track record in assisting and participating in the establishment and delivery of high quality work to deadlines	E	A/I
Strong technical accounting acumen with a detailed understanding of the applicability of relevant accounting standards and conventions	E	A/I
A proven track record in developing and implementing monitoring and evaluation systems	E	A/I



Skills and abilities	E = Essential D = Desirable	Identified By
Excellent written and verbal communication skills	E	A/I
Ability to plan, prioritise and organise own work load and to work to tight deadlines	E	A/I
Excellent financial management and analytical skills	E	A/I
Ability to work through problems, evaluate options and risks and offer practical solutions	E	A/I
Ability to engage, challenge and work constructively with a range of professionals	E	A/I
Confident use and aptitude in the use of Information Technology	E	A/I
Extensive experience of use and interrogation of financial ledgers, ideally Agresso	E	A/I
Effective decision making skills	E	A/I
An ability to plan ahead, to challenge processes, procedures and reports and to continually improve standards	E	A/I
Ability to work to strict deadlines with limited direction and calm under pressure	E	A/I
Evidence of quality, time management and organisational skills	E	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
Flexible approach to working hours and willingness to work flexibly as and when required	E	A/I
Understanding of equal opportunities	E	A/I
Knowledge of the key issues facing the City Region	D	A/I

Key to Assessment Methods:

I – Interview	A - Application
---------------	-----------------