**TITLE OF POST: TRAINEE ACCOUNTS TECHNICIAN**

**GRADE: SCALE 3 (SCP 14-17)**

**RESPONSIBLE TO: ACCOUNTANT**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Accountant, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

# 1 GENERAL DUTIES

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
  3. To maintain appropriate and robust information systems within the department.
  4. To maintain positive and effective liaison links with organisations and partners as appropriate.
  5. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
  6. To ensure compliance with the Data Protection Act and to ensure data security is maintained.
  7. To ensure relevant knowledge is up to date.
  8. To identify and recommend areas of potential improvement.
  9. To represent the function at internal and external meetings and events and take minutes when required.
  10. To support the activities of the function and diary management for line management where required.
  11. To support colleagues with their work as required.
  12. To attend internal and external training courses as necessary.
  13. To undertake any other duties as appropriate to the role.

**2 ROLE SPECIFIC DUTIES**

* 1. Support with preparation of final accounts and statutory statement of accounts.
  2. Assist with revenue and capital budget setting, monitoring and control.
  3. Assist with the preparation of financial and statistical returns.
  4. Utilise SAP and other computer and manual based systems to input data, record information and produce reports as required, including supporting documentation.
  5. Raise invoices and purchase orders in line with Service procedures, ensuring accurate coding and VAT treatment is applied.
  6. Train and support new users of the Financial Management System (SAP).
  7. Train and support budget managers in relation to budget management processes.
  8. Assist with the co-ordination and maintenance of the Service’s contracts register for income.
  9. Responsible for handling and accounting for cash and cheques received in to the Service.
  10. Act as a liaison between Fire Service SAP users and City of Sunderland and attend meetings as required.
  11. Assist with the monitoring and achievement of performance against team and departmental targets.
  12. Provide general administrative support to the Finance, Procurement and Payroll functions.

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
2. **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.3 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**
   1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.