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|  | **POST TITLE:** | **Principal Accountancy Assistant** |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | 10  Job Evaluation Ref No: *A4928* |
|  | **LOCATION:** | Your normal place of work is County Hall, Durham. However, you may be required to work at any council workplace within County Durham |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** Subject to Enhanced Disclosure (employees within School Funding Team only)

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to either an Accountant or a Principal Accountant.

1. **DESCRIPTION OF ROLE:**

To provide a comprehensive financial management service ensuring that proper accounting procedures are followed and that the use of resources is maximised.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

8.1 To contribute towards high quality strategic financial management

8.2 To ensure that consideration is given at all times to achieving value for money

8.3 Budget preparation and monitoring, including:

* To contribute towards review and improvement financial information system
* To provide strategic financial advice to budget managers on the management of revenue and capital budgets including grants
* Revenue and capital estimates
* Input into the Medium Term Financial Plan
* Preparation of monitoring and performance information

8.4 Closure of Accounts including proving year end balances, preparation of outturn report and Liaison with external auditors.

8.5 Maintenance of the financial ledger including maintaining the accounting structure, carrying out queries in the financial ledger, suspense clearance and maintenance of holding accounts.

8.6 Assist with ongoing improvement of system procedures.

8.7 Completion of financial and statistical returns.

8.8 Administration of the Grant claim process including preparation, submission of applications, submission of claims and monitoring of progress.

8.9 Provision of financial advice both orally and in writing

8.10 To contribute towards the development of the service contribution within the County Council’s (or other associated body’s) Medium Term Financial Plan, including prioritised growth and deliverable savings.

8.11 To ensure that appropriate deadlines are met in relation to the annual budget, budget forecasting and closure of accounts.

8.12 To work with budget holders so they have access to clear, relevant and timely financial information and are supported with budget developments and strategies.

8.13 The direct management of staff, as appropriate.

8.14 To research into external sources of funding, and ensure compliance with grant conditions in respect of the submission of grant applications and the submission grant claims.

8.15 To contribute towards the preparation of reports and briefings to Service Grouping Management Teams in relation to financial performance and budget strategies.

8.16 To contribute to ensuring that financial arrangements comply with the County Council’s (or other associated body’s) Constitution and the scheme of delegation.

8.17 To maintain the policies and procedures of the finance team and ensure they are all well documented at all times.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head(s) of Finance.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Fully AAT qualified, or equivalent | * Studying for CCAB qualification or equivalent * Membership of AAT | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Substantial relevant financial experience * Experience of operating a financial management system * Experience of working with spreadsheets, databases, word processing applications * Ability to take ownership and deliver results | * Supervisory experience * Ability to manage and motivate others | Application form  Selection Process  Pre-employment checks |
| **Skills / Knowledge** | * Ability to communicate effectively both verbally and in writing * Ability to work under pressure and to tight deadlines * Knowledge of Microsoft Office Applications * Ability to plan and organise work | * Knowledge of local government * Knowledge of public sector accounting principles and procedures | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Effective team player * Pleasant manner when dealing with colleagues * Flexible approach * Enthusiastic and self motivated * Willingness to work outside of normal office hours when necessary * Access to car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance) |  | Application form  Selection Process  Pre-employment checks |