

**Northumberland County Council
JOB DESCRIPTION**

Post Title:	Accounting Assistant (Level 3)	Director/Service/Sector:	Finance	Office Use
Band:	7	Workplace:	NCC	JE ref: 1864
Responsible to:	Business Support Manager	Date:	Manager Level	HRMS ref:
Job Purpose: To work as part of the Departmental Team, advising, developing and delivering an ambitious programme of service delivery which addresses inequalities and improves the quality of life for local people.				
Resources	Staff	Supervising Modern Apprentices, Graduate Trainees and Accounting Assistants		
	Financial	Some shared responsibility for allocated service budgets, monitoring expenditure/income, raising orders or processing invoices in a particular area of work.		
	Physical	Shared responsibility for the physical resources used by a team including vehicles, tools and equipment. Capture, input and maintain key corporate sensitive and confidential financial data and information systems. Careful use of allocated tools and equipment including a PC.		
	Clients	Shared responsibility for the general wellbeing and safety of those who use the service and the general public. Assist with the development of policies, procedures and services. Provide financial advice and guidance to Operational Departmental Management.		
Duties and key result areas:				
<ol style="list-style-type: none"> 1. Assist in managing the work of a team of staff to ensure an efficient and effective standard of service is provided to the required standard. 2. Be actively involved in Service Development projects across all Departmental Services helping to organise task allocation, targets and remit for members of the team during the life of the project (including any team members seconded by external agencies). 3. Assist in planning, scheduling and allocating work to achieve set quality and performance standards ensuring that staff understand their role. 4. Ensure that they and colleagues understand and follow healthy and safe working practices. 5. Act as coach and mentor as appropriate. 6. Working closely with staff across all locality areas taking responsibility for allocated customer groups, activities or transactions as assigned by senior staff. 7. Assist in the development of procedures and service delivery strategies. 8. Help source, secure and develop funding opportunities and promotional activities. 9. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues. 10. Maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures. 11. Produce management reports and information, based upon operational or research data to inform and assist the business planning process. 12. Process payments, order goods and services, receive goods and process invoices for payment in accordance with financial procedures and regulations and complete financial reconciliations as appropriate. 13. Monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations. 14. Assist in specific projects or initiatives as directed by the Head of Service. 15. Assist in maintaining a quality management framework for all Group Services, which integrates with the corporate performance management framework. 16. Assist in development and maintenance of an effective programme of support to the Group, which promotes the benefits of management systems and effective use of the systems. 17. Assist in supporting the development and delivery of projects which provide for real efficiency savings and/or continuous service improvements in quality, performance and efficiency. 18. Assist in equality and diversity issues and help promote and participate in the achievement of service equality and diversity action planning for the group. <p>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
Work Arrangements				
Transport requirements:	As necessary travel to work sites, area offices or training venues throughout the County and further afield on occasion.			
Working patterns:	Normal office hours but flexi-hours may apply, if cover provided by team members. Mainly indoors with minor potential exposure to external weather conditions.			

Working conditions:

**Northumberland County Council
PERSON SPECIFICATION**

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Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>A degree in a relevant subject, AAT or NVQ Level 4.</p> <p>A good standard of general education demonstrating numeracy and literacy.</p> <p>Knowledge of the main operational, procedural and practical issues relating to finance.</p> <p>An understanding of the key health and safety issues relating to the service.</p> <p>Demonstrates an awareness and commitment to proactive customer care and services.</p> <p>Evidence of ongoing personal development.</p> <p>An awareness of current financial regulations, policies, procedures and developments.</p>	<p>Knowledge of Prince 2</p> <p>Knowledge of quality management systems</p> <p>Good understanding of public sector services</p> <p>Understanding of project management tools and techniques</p> <p>Part qualified professional or management qualification.</p>	
Experience		
<p>Recent junior supervisory/managerial experience in a relevant context and service.</p> <p>Experience in applying a range of relevant supervisory methods, tools and techniques.</p> <p>Experience in working collaboratively with service users.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Experience in using Microsoft Office.</p>	<p>Experience of Policy development</p> <p>Experience in using Oracle or ERP applications.</p> <p>Experience in project management</p>	
Skills and competencies		
<p>Effective IT skills and able to use ITC to achieve work objectives.</p> <p>Prepares written, verbal and other media that are rational, convincing and coherent.</p> <p>Effectively expresses own views using appropriate means depending upon the audience.</p> <p>Numerate and able to prepare business related statistics.</p> <p>Applies a methodical approach to problem solving.</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Remains calm and logical in stressful and difficult situations.</p> <p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Dependable, reliable and keeps good time.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated.</p> <p>Able to apply own initiative to overcome day-to-day operational problems.</p> <p>Skilled in the use of Microsoft Office.</p> <p>Able to work unsupervised.</p> <p>Positive and flexible attitude to work – particularly new initiatives.</p> <p>The ability and confidence to 'identify better methods of working/improve efficiency' and bring these ideas to fruition.</p>		

Physical, mental and emotional demands		
<p>Normally works from a seated position but with regular need to walk, bend or carry items. Need to maintain general awareness with ongoing periods of enhanced concentration. Extensive contact with public/clients in dispute with the County Council. Able to manage conflict with Budget Holders and Heads of Service in challenging and economic times with limited resources. Able to work unsupervised. Able to meet tight timescales and deadlines.</p>		
Motivation and other		
<p>Able to meet the transport requirements of the post. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness and respect for others. Helps managers create a positive work culture in which diverse, individual contributions are valued. Proactive and achievement orientated. Works with minimum direct supervision. Shares knowledge and technical expertise with others.</p>	Determined to achieve objectives and targets.	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.