

**Northumberland County Council
JOB DESCRIPTION**

Post Title: Accountancy Assistant (Level 1)	Director/Service/Sector: Finance Directorate / Corporate Finance	Office Use JE ref: 3607 HRMS ref:
Band: 5	Workplace: County Hall	
Responsible to: Principal Accountant/Finance Manager	Date:	

Job Purpose: To support Northumberland County Council's objectives by providing high quality professional advice and support.

Key Functional Responsibilities:

The work will include but not be limited to assisting with the following tasks: monitoring the financial performance of the Council; providing advice and support on financial matters; budget preparation; final accounts; and project work. The functions will be carried out within statutory and prescribed timescales and ensuring an appropriate focus on potential areas of risk, including proposals for minimising potential liability, if applicable. To work as part of a Finance Departmental Team, advising, developing and delivering an ambitious programme of service delivery.

Resources	
Staff	None but may be required to assist to 'mentor' new less experienced staff.
Finance	Working across all groups within the Council to ensure robust financial management arrangements are in place. Provision of high quality financial information and advice to service users, partners and external customers/organisations.
Physical	Extensive involvement with Financial and Data systems, which can be complex and confidential, ensuring they are administered correctly as per regulatory requirements and Council Policies and Procedures.
Clients	The post will undertake a range of tasks across all areas of the Corporate Resources function and will have regular contact with a variety of internal customers. The post holder will also be expected to contribute to and support the achievement of the Councils corporate objectives.

Duties and key result areas:

1. Facilitate the delivery of the specific services provided by the Corporate Finance team.
2. Monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations.
3. Produce financial statements and other financial information.
4. Provide general financial support and advice to others.
5. Contribute to the achievement of commercial, technical and organisational objectives of the Section.
6. Undertake efficiently and effectively any specific ad hoc projects that are allocated.
7. Achievement of appropriate performance targets for the Team.
8. Implementation of approved techniques in the working practices of the Team
9. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues.
10. Working closely with staff across all locality areas taking responsibility for allocated customer groups, activities or transactions as assigned by senior staff.

Work Arrangements

Transport requirements:	May on occasion be required to travel to other Council premises to provide support and guidance.
Working patterns:	Normal office hours but flexi-hours apply.
Working conditions:	Office based.

Northumberland County Council

PERSON SPECIFICATION

Post Title: Accountancy Assistant (Level 1)	Director/Service/Sector: Corporate Finance	Ref: 3607
Essential	Desirable	Assess by
Qualifications and Knowledge		
Knowledge of the main theoretical, procedural and practical issues relating to the service. 5 GCSE's or recognised equivalent including Maths and English (Grade C or above).	Degree in a relevant subject AAT qualification	A/E A/E
Experience		
Experience in working collaboratively with service users. Experience in engaging effectively with others and building productive partnerships. Experience in using Microsoft Office.	Working as part of a large organisation. Working within a Local Government finance team.	A/I A/E/I
Skills and competencies		
Able to identify, analyse and interpret information from a range of sources and develop appropriate solutions. Able to apply own initiative to overcome day-to-day operational problems. Able to work as part of a team. Positive and flexible attitude to work – particularly new initiatives. Able to manage a diverse and varied workload including studying. Able to maintain a clear overview of the key issues and prioritise effectively. Significant ICT skills. Able to negotiate and influence effectively and sensitively, verbally and in writing. Able to communicate and build productive working relationships with internal and external clients.	Experience of Oracle. Demonstrate sound working knowledge of accounting standards and practices.	A/I
Physical, mental and emotional demands		
Ability to deal with conflicting demands within tight time-frames. 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. Some contact with public/clients/staff in dispute with the County Council. Able to manage conflict with Budget Holders and Heads of Service in challenging economic times with limited resources.		A/I
Motivation		

<p>Desire to learn, develop and succeed, seeking opportunities for personal development and to put experiences from learning into practice.</p> <p>Proactive and determined to achieve objectives and targets.</p> <p>Able to work on own initiative, with minimum supervision.</p> <p>Evidence of commitment to and interest in studying for a professional qualification.</p>		A/I
Other		
<p>A commitment to the Council's equal opportunities policy.</p> <p>Able to meet the transport requirements of the post.</p>		A/I

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