|  |
| --- |
| **Job Description** |
| **Post title** | Principal Accountancy Assistant |
| **JE Reference No** | A4928 |
| **Grade** | 10 |
| **Service** | Resources |
| **Service Area** | Finance and Transactional Services/Corporate Finance and Commercial Services |
| **Reporting to** | The post is accountable to an Accountant or a Principal Accountant. |
| **Location** | Your normal place of work will be County Hall, Durham, but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post is subject to an Enhanced DBS disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **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.

|  |
| --- |
| **Duties and responsibilities** |

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

* To contribute towards high quality strategic financial management
* To ensure that consideration is given at all times to achieving value for money
* 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
* Closure of Accounts including proving year end balances, preparation of outturn report and Liaison with external auditors.
* Maintenance of the financial ledger including maintaining the accounting structure, carrying out queries in the financial ledger, suspense clearance and maintenance of holding accounts.

* Assist with ongoing improvement of system procedures.
* Completion of financial and statistical returns.
* Administration of the Grant claim process including preparation, submission of applications, submission of claims and monitoring of progress.
* Provision of financial advice both orally and in writing
* 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.
* To ensure that appropriate deadlines are met in relation to the annual budget, budget forecasting and closure of accounts.
* To work with budget holders so they have access to clear, relevant and timely financial information and are supported with budget developments and strategies.
* The direct management of staff, as appropriate.
* 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.
* To contribute towards the preparation of reports and briefings to Service Grouping Management Teams in relation to financial performance and budget strategies.
* To contribute to ensuring that financial arrangements comply with the County Council’s (or other associated body’s) Constitution and the scheme of delegation.
* 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.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*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 your manager.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * Fully AAT qualified or equivalent relevant qualification.
 | * Studying for CCAB qualification or equivalent
* Membership of AAT
 |
| 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
 |
| 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
 |
| Personal Qualities | * Effective team player
* Pleasant manner when dealing with colleagues
* Flexible approach
* Enthusiastic and self motivate
* 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)
 |  |