Assistant Accountant

Reports to: Team Leader
Direct reports: None

Evaluation: **443** points
Grade: **N5**
Reference: **HH321**

Purpose

To undertake a range of financial tasks and procedures to support the provision of financial services to clients.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To prepare revenue and capital budgets and provide monitoring information in line with corporate and directorate requirements.
2. To support the finalisation of the outturn position, and the production of the statutory accounts and associated working papers.
3. To maintain accounting records and financial systems, ensuring financial controls operate in line with financial regulations.
4. To respond to queries and provide advice and guidance to clients as required.
5. To action budget and other required changes in the General Ledger.
6. To produce statistical and management information from a range of sources.
7. To complete relevant grants claims and returns within specified deadlines.

8. To promote and implement our Equality policy in all aspects of your employment.

9. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedures.