Accountant

Job Description

Reports to: Team Leader
Direct reports: N/A

Evaluation: **529** points
Grade: **N7**
Reference: **HH320**

Job Purpose

To provide advice, guidance and challenge to directors, heads of service, budget managers and other clients to enable them to achieve their business objectives whilst effectively controlling and managing the resources for which they are responsible.

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 work with and advise directors, heads of service, budget managers and other clients to prepare revenue budgets.

2. To prepare revenue and capital monitoring information for directors, heads of service, budget managers and other clients, respond to any queries raised and provide advice where necessary.

3. To work with and advise directors, heads of service, budget managers and other clients to finalise the revenue and capital outturn position, including maximising income from external sources, and contributing to the production of the statutory accounts (including preparing working papers for external audit).

4. To provide advice, guidance and challenge to directors, heads of service, budget managers and other clients to assist them to fulfil their responsibilities under the Council's financial regulations.

5. To develop, review and maintain accounting records and financial systems.

6. To provide support and advice to finance and non-finance staff on the Council's key financial systems and controls, including relevant training as required.

7. To undertake specified treasury management activities.

8. To prepare, monitor and advise on the Council's capital programme in line with corporate and directorate information requirements.

9. To complete government returns and claims and prepare working papers for external audit.

10. To provide financial support and advice to corporate and directorate projects as required, including the preparation of business cases and business plans.

11. To work with external bodies to produce and present required financial information, including preparing statutory accounts for external audit.

12. To provide technical support, assistance and advice to other finance staff as required.

13. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

14. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.