**Job Description **

**ACCOUNTANCY OFFICER (Ref: 1015)**

**Reports to:**  Senior/ Company Accountant

**Responsible for - Directly:** 0

**Total staff managed:** 0

**Working environment: Hybrid**

**Working hours: Full time**

**Fixed term**

**Purpose of role:**

To support the delivery of comprehensive accountancy and financial services to the Council and its subsidiaries. This includes the provision of advice and support to services, and technical areas such as VAT.

**Key result areas:**

* financial reporting accuracy and efficiency
* proactive budgeting and forecasting
* continuous improvement of financial internal controls
* maintenance of robust financial records and data

**Main responsibilities:**

* To assist in the provision of financial support to budget holders including assisting with the preparation of and monitoring of budgets, both capital and revenue.
* To assist in the preparation of the Statement of Accounts in accordance with proper practices and to ensure the production and maintenance of accurate working papers for audit purposes.
* To support services in the completion of grant claims and the maintenance of accurate monitoring processes to enable accurate and timely reporting of claims progress.
* To prepare budget information either corporate or service specific that is used in the production of the overall budgets, including production of the fees and charges to inform the budget process.
* To assist budget managers and service managers in the preparation of business cases and financial information to inform decision making.
* To represent the finance service on working groups as necessary.
* To co-ordinate the production of the annual budget book and publicly available financial information.
* To regularly reconcile such accounts that have been allocated to the post holder to ensure overall financial control and accountability.
* To provide cover for the Service Accountants/ Company Accountant in their absence as necessary.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. 2 years relevant experience in a financial environment.
	2. Experience of using windows based computerised financial packages including advance excel functions (formula and analysis tools).

**Desirable**

* 1. Experience in Local Government Finance
	2. Experience of producing statutory accounts
	3. Experience of budget setting and budgetary control functions within a similar organisation.
1. **Qualifications & Skills**

**Essential**

* 1. GCSE (or equivalent) at a minimum of Grade C including Maths and English
	2. Analytical thinking
	3. Ability to manage and organise their own workload to meet deadlines and priorities.
	4. Ability to work accurately and methodically to a high level of detail whilst under pressure to meet deadlines.
	5. Good communication and interpersonal skills.
	6. Customer focused
	7. Flexible and conscientious

**Desirable**

* 1. Further qualification relating to maths/ finances / accountancy/ business etc.
1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Ability to work under pressure
	5. Probity and integrity
	6. Fairness and consistency
	7. Ability to contribute to and work as a member of a team
	8. Able to work on your own initiative.
	9. Ability to challenge self and colleagues constructively and sensitively.
2. **Behaviours**
	1. Effective and open communication.
	2. Work together.
	3. Taking Personal Responsibility.
	4. Putting Great Yarmouth first.
	5. Respecting others.
	6. Embracing change.