

Designation:	Senior Accounting Technician
Grade:	Stroud 5
Hours:	37 Hours a week
Location:	Ebley Mill/ Homeworking
Job Purpose:	To monitor, control, prepare, implement systems and prepare accounts for the General Fund/HRA Revenue and expenditure
Responsible to:	Accountant Financial Reporting
Responsible for:	No direct supervisory responsibilities, but working as part of a small team

KEY DUTIES

- Budget Preparation – Preparation of the annual revenue estimates for specified services, and salary estimates across all services, in line with the Council’s budget strategy and in consultation with service managers, for reporting to Council annually;
- Budget Monitoring and Control – Maintenance and development of systems that ensure efficient and effective budgetary control, to include monthly reports for budget holders and quarterly reports for Committees;
- Financial Advice – Provide support and advice to projects, partnerships, other external organisations and budget holders on all financial matters and training in the use of the financial systems;
- Final Accounts – Closure of the General Fund/HRA revenue accounts within year-end timescales to include accruals, reconciliations, explanations of variations between budgets and outturn, and preparation of corresponding working papers;
- Government returns and benchmarking – Complete the benchmarking returns when required and supervise the completion of annual Government Revenue Estimates and Revenue Outturn returns.

Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- AAT qualified or equivalent
- Excellent communication skills both verbal and written.
- An understanding of administrative processes and systems.
- Experience of managing budgets and expenditure
- Experience of working with the public.
- IT Literate.
- Ability to manage own time and workload.
- Wide knowledge of the Council's operations relating to financial management.

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline

COMPLEXITY AND CREATIVITY

- Identifying areas for efficiency savings in the budget process.
- Development of financial monitoring and reporting.
- Preparation of reports for Committees to highlight trends and changes in the financial position.
- Investigation of financial matters at year-end, requiring audit explanation.
- Advising on different solutions to budget problems that arise.

Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines

JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public
- Audit Commission

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Casual Car user.

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.