

Designation:	Senior Accounting Technician
Grade:	Stroud 5
Responsible to:	Accountant
Service Area:	Financial Services
Post Number:	FIN1015

ESSENTIAL CRITERIA

QUALIFICATIONS

- AAT qualified (or equivalent)

EXPERIENCE

- Experience of working in local government, or in a similar complex public or private sector organisation in an accountancy environment.
- Experience of monitoring budgets and providing advice to managers
- Experience of year end processes and working with external Audit.

SKILLS & KNOWLEDGE

- An appropriate understanding of the principles of accounting, budgeting, monitoring and financial management;
- Ability to communicate and present data in a straightforward and inclusive manner
- Effective communication skills at all levels with partners, stakeholders, businesses and the general public;
- Microsoft Excel and financial system skills (Unit 4 ERP/Agresso or equivalent)

PERSONAL ATTRIBUTES

- Good influencing and communication skills
- Able to manage workloads effectively
- Self-motivated and enthusiastic
- Able to work on own initiative or part of a team

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

EXPERIENCE

- Experience of business planning;
- Experience of working in a political environment and elected Members;
- An understanding of local authority/housing accounting, including key documents such as the SORP and SeRCOP, and recent or impending changes
- Experience of closing accounts and working through an audit process
- Understanding of procurement and compliance with the Council's Financial Regulations and Contract Procedural rules;

SKILLS & KNOWLEDGE

- Advanced financial systems skills

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment of understanding and meeting their needs, in line with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

Outer layers of the [competency framework](#) apply with Management and Leadership roles.