

Job Description and Person Specification

Job Details

Job title: Senior Accounts Officer

Grade: Grade NNBAND04

Reports to: Deputy Business Centres Manager

Responsible for: N/A

Sites Covered: Corby Innovation Hub, Corby Enterprise Centre & Enterprise Centre East Northants

Directorate and Service area: Assets Management

JOB PURPOSE

This post is in the Business centres Teams supporting North Northamptonshire Council. The Business Accounts Officer will be responsible for:

- Operational accountancy requirements
- Advice and support to budget managers
- Maintaining the integrity of the General Ledger
- Driving of the efficiency agenda

The role of the Senior Accounts Officer is to support in the provision of high quality financial support to Business Centres Managers.

The post-holder will be expected to be able to operate in any of the accountant posts.

Principle Accountabilities

1. Provide professional and comprehensive support to services through the provision of financial advice relating to the management of service budgets, control, procedures, and processes issues in the preparation of monthly forecast.
2. Assist the service areas in developing and delivering the medium-term financial plan, in providing supporting information for the budget challenge sessions with each directorates and members
3. Support in ensuring data integrity of the main financial system is maintained by ensuring that financial controls and procedures are followed within the service area and highlighting/challenge where data integrity is compromised.



**PERSON SPECIFICATION JOB TITLE: Senior
Accounts Officer.**

Essential (E)

Desirable (D)

EDUCATION, QUALIFICATIONS AND TRAINING

AAT Qualified (or recognised professional accounting qualification) . D

Be committed to and have evidence of ongoing professional development as required by the membership of their professional body. E

Appropriate Management Qualification. D

KNOWLEDGE AND EXPERIENCE

Proven experience in the areas of Financial Planning, Control and Reporting. E

Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces. D

Demonstrate direct experience of working in partnership with private and public organisations. D

ABILITY AND SKILLS

Enthusiastic, not easily deterred and able to convey enthusiasm to others. E

Well-developed IT skills (spreadsheet, PowerPoint, general ledger packages including reporting). D

Ability to work with others to reach a common goal. E

Ability to maintain high levels of performance under changing conditions, tasks, responsibilities, or people. E

Ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with minimum supervision. E

Ability to constantly review and improve processes and information for budget managers and senior management to aid decision making. E

SPECIAL REQUIREMENTS

Ability to travel between sites. E