



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Accounts Officer
Grade: NNC Level 3
Reports to: Senior Accounts Officer
Responsible for: N/A
Directorate and Service area: Asset Management

Purpose of the job

To provide finance support to the Commercial Estates Manager (CEM) and other associated parties, to assist the Senior Accounts Officer (SAO) in month end and year end reporting under the supervision of the CEM to ensure that operations and budgets are being managed effectively enabling compliance with Financial and other regulations.

To carry out administration of the Commercial Estate including raising Purchase Orders, Contracts, Invoices and other associated accounts receivable and payable documents as required.

Principal responsibilities

1. Monitor, the performance of day-to-day budgeting for the commercial portfolio through the Councils financial system ERP Gold.
2. Support both the Senior Account Officer and Manager with analysis of financial information, provide advice where appropriate or signpost to other colleagues, to ensure effective budget management.
3. Review and challenge contract summary information to enable the submission of work requisitions for planned maintenance / compliance / project work to generate orders to suppliers, contractors, and consultants.
4. Provide advice in liaison with other finance colleagues to members of the Asset Management team to improve their financial awareness.
5. Maintain allocated major supplier accounts (review and challenge open orders, receipt orders, process invoices, reconciliation of statements, resolve queries) to enable the Council to meet its contract terms in relation to payment.
6. Ensure that the necessary payment schedules / exports from the various systems are uploaded, identifying and correcting any errors, to ensure payment within the agreed terms.
7. Support other members of the Asset Management team by producing monthly debt reports and helping to reduce this and provide recommendations to the Property Management Surveyors and CEM as to escalation routes.

General responsibilities applicable to all jobs

- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

- Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions, health, and safety (ensuring that reasonable care is always taken for the health, safety and welfare of yourself and other persons).
- Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
- Undertake learning and development as agreed in probationary reviews, personal development reviews or any other such framework to meet service and individual targets.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Specific features of the post

1. Ideally experience with the ERP Gold financial system.
2. The post is flexible and will require both home working and office working to be agreed with the Commercial Estates Manager, to best support the wider Commercial Estate Team.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	A good level of general education at GCSE and 'A' Level or equivalent.	'A' Level in Business Studies or equivalent. NVQ in Administration or similar.
Experience and Knowledge	Proven experience of working in a financial environment. Demonstrable ability to write clear, concise, and accurate reports, letters, and emails appropriate to the audience. Customer service experience and knowledge of and experience with Microsoft packages.	Some knowledge of public sector property and working practices.
Ability and Skills	Evidence of IT literacy including a sound knowledge of tasks, systems, databases etc. Proven ability to manage a range of conflicting work demands and pressures. Excellent communication skills, both written and verbal, with the ability to communicate effectively with a wide range of stakeholders (internal and external), across all levels; and write clear and concise management reports. Presenting information to a range of audiences Developing articulate and evidenced based arguments Proven experience working within a total team environment	Experience of working within the Public Sector and with external partners
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

Attributes	Essential criteria	Desirable criteria
Additional Factors	Proven ability to work to tight deadlines and manage own workload. Proven ability to work as part of a team and on own initiative and willingness to embrace change.	