



JOB DESCRIPTION

Directorate:	Finance
Job title:	Accountant (<i>Directorate Service Area</i>)
Location:	Kettering
Grade:	Grade 5
Salary:	£33,366 - £35,235
Section:	Finance
Reports to:	Finance Business Partner

JOB PURPOSE

This post is in the Professional Finance Business Partner Teams supporting North Northamptonshire Council. The Finance Business Partner Teams are the business partner to the specific service area identified above and are 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 accountant is to support in the provision of high quality financial support to Service Managers.

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

This role will also, where appropriate, will have the opportunity to gain experience in supervising staff by engaging and supporting with the trainee accounting programme.

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. **Supporting schools in managing budgets**
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. **Assist schools in developing and delivering their financial plans**

3. In liaison with the Finance Business Partner, assist with the development and delivery of improved financial awareness of budget managers, including the development and presentation of training material within service directorate. **Budget Managers in this role will be schools**
4. Provide financial support to Finance Business Partners on projects assessing business options; including understanding and interpreting complex financial data to support key decision making.
5. 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: Accountant	Essential	Desirable
EDUCATION, QUALIFICATIONS AND TRAINING		
<ul style="list-style-type: none"> • AAT Qualified (or recognised professional accounting qualification) 	E	
<ul style="list-style-type: none"> • Be committed to and have evidence of ongoing professional development as required by the membership of their professional 	E	
<ul style="list-style-type: none"> • Appropriate Management Qualification 		D
KNOWLEDGE AND EXPERIENCE		
<ul style="list-style-type: none"> • Proven experience in the areas of Financial Planning, Control and Reporting 	E	
<ul style="list-style-type: none"> • Experience in the development of Financial Processes 	E	
<ul style="list-style-type: none"> • Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it 	E	
<ul style="list-style-type: none"> • Have up to date knowledge of accounting policy such as IFRS, CIPFA codes of practice and Taxation and be able to interpret and apply as required. 		D
<ul style="list-style-type: none"> • Demonstrate direct experience of working in partnership with private, public and voluntary organisations 		D
ABILITY AND SKILLS		
<ul style="list-style-type: none"> • Enthusiastic, not easily deterred and able to convey enthusiasm to others 	E	
<ul style="list-style-type: none"> • Well-developed IT skills (spreadsheet, PowerPoint, general ledger packages including 	E	
<ul style="list-style-type: none"> • Ability to work with others to reach a common goal 	E	

<ul style="list-style-type: none"> • Ability to maintain high levels of performance under changing conditions, tasks, responsibilities, or people 	E	
<ul style="list-style-type: none"> • Ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with minimum supervision 	E	
<ul style="list-style-type: none"> • Ability to constantly review and improve processes and information for budget managers and senior management to aid decision making 	E	
SPECIAL REQUIREMENTS		
<ul style="list-style-type: none"> • Ability to travel to all areas of the County 		D