

# Job Description

---



This job description may be amended from time to time dependent on job requirements and Service provision.

## Section A

**Post Title: Accountant**

**Location: Teith House/Working from Home**

**Reports to post (Title): Accounting Business Partner**

**Service: Finance**

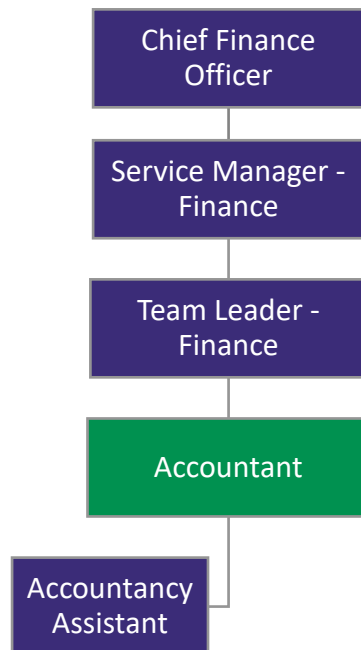
**Grade: JE11**

**Eval Ref: 1209**

**Date: April 2023**

## Section B

### Organisational Relationship



## Section C

### Principal Purpose and Objectives

- To provide an accountancy support service to a range of customers under the direction of the Finance Service Manager, Accounting Business Partner and Finance Team Leader.

## Section D

### Main Duties and Responsibilities

- To prepare periodic financial monitoring statements along with variance analysis that meet the needs of both Service Management and the corporate role of the Accounting Operations function
- To prepare Revenue and Capital Budgets
- To support the Head of Service or other Service representative at Committee
- To support the Head of Service or other Service representative at public engagement meetings as required
- To support corporate and service-based projects in relation to financial matters associated with those projects
- To review, maintain and develop financial aspects of financial and information systems
- To provide and maintain appropriate information and advice relevant to the nature of the post
- To advise on specialist areas (e.g. capital, VAT)
- To prepare grant claims, returns and statistics
- To prepare information for the Annual Accounts in accordance with the Accounting Code of Practice
- To monitor and keep up to date with policy, legislative and accounting developments and to advise on implications as appropriate
- To assist the Finance Service Manager and Accounting Business partner in the management and administration of the team
- To undertake other duties commensurate with the post as and when required

#### GENERAL:

The above list of duties is not exhaustive and also serves to illustrate the range of additional tasks which may be undertaken from time to time as appropriate to the nature of the post.

## Section E

### Responsibility for Physical Assets, Data and Finance

- Responsibility for corporate financial and information systems.
- Supervisory responsibility in terms of overseeing the work of Accountancy Assistant and / or Trainee Accountant support to the post.

## Section F

### Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

The postholder will develop and maintain positive and effective working relationships with the groups listed below, using written and verbal communication as appropriate. Methods of communication will include, but not be limited to, face-to-face meetings, e-mail, formal written reports, and telephone.

The postholder will also deliver formal training and presentations.

<b>Internal:</b>	Finance colleagues, Service Managers, Senior Managers, Elected Members (Councillors) and employees across all Council services
<b>External:</b>	External Audit, Scottish Government, Housing Advisory Group, grant funding bodies and a range of other external organisations.

## Section G

### Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The postholder is required to apply knowledge and professional judgement at all times, including:

- Interpretation of data
- Required to handle complex information, analyse problems, think ahead and contribute to / find solutions
- Required to be flexible, pro-active, problem solver, able to show judgement and common sense
- Must understand the business of the Service
- Understanding of operational financial and information systems.
- Work to tight timescales under pressure
- Manage competing demands, be able to forward plan / schedule own workload
- Dealing with confidential information

## Section H

### Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- The post is largely office-based, but may involve visits to outdoor sites, particularly Council facilities. It will involve regular and constant use of a personal computer.



## Section I

### Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

#### **ESSENTIAL:**

- Qualified in a professional accountancy qualification (CIPFA, ACCA, CIMA, CA)
- Knowledge and understanding of Local Government Accounting practices and procedures
- Knowledge and understanding of Local Government Capital Accounting
- Experience of developing management and performance information
- Knowledge of and development of computerised financial information systems (e.g. financial ledgers, income management systems, management reporting systems)
- Highly numerate and computer literate
- Effective communication and inter-personal skills
- High level of oral and written communication skills
- High level of interpersonal skills with ability to relate to staff at all levels
- To be up to date with accounting legislation with evident continuous professional development

#### **DESIRABLE:**

- Experience and knowledge of the Housing Service
- Experience and knowledge of local government management and organisational skills
- Degree or equivalent
- Supervisory experience
- Project Management skills
- Experience in the development of financial processes and systems
- Experience in the training of colleagues on financial processes and systems