

JOB PROFILE

Job Title:	Service Accountant (Career Graded)
Service Area:	Finance
Grade:	Level 1 – Grade 6 Level 2 – Grade 7 Level 3 – Grade 8 Level 4 – Grade 9
Reporting Manager:	Group Accountant
Direct reports:	None

Job summary:

Provision of a wide range of accountancy and technical support services under the supervision of a Group Accountant. This will include the preparation of budgets, budget monitoring, the closing of the Council's accounts at financial year end and financial advice to managers, budget holders, councilors, and other council employees. The post-holder will be part of a small accountancy team and will be required to have the flexibility demanded by such a role.

The grade for this post is dependent on the level of professional accreditation held.

Key responsibilities:

All levels

- Accountancy duties requiring professional knowledge and technical expertise, as directed by the Group Accountant.
- To liaise with budget holders and other officers at all levels of the Authority to provide financial information and support. (As directed by the Group Accountant - dependent on level of experience/qualifications).
- Responsible for monitoring budgets as directed by the Accountancy Manager and providing budget reports as required to client departments.
- Using the Council's financial system, and where necessary Excel spreadsheets, to tailor complex reports to meet the specific needs of managers.
- To assist with revenue budget monitoring, investigating variances and anomalies.
- To provide daily maintenance of the financial information system to ensure;
 - Coding additions and amendments are promptly actioned.
 - Journals are correctly coded, and input into the system.

- Budgets virements are input into the system promptly. Ensuring that financial regulations and virement rules have been correctly applied.
- Investigating problems which require analytical problem solving and judgement skills.
- To provide support and point of contact for capital project budget managers, as directed by the Accountancy Manager. Monitor spend against the capital budgets, highlight variances or anomalies and assist with any consequent investigation as to the cause.
- To provide support to review balance sheet accounts and holding accounts on a regular basis to aid the closure of the accounts process and maintain the integrity of the data on the financial system.
- To provide support for the Accountancy Manager in providing ad hoc data for meetings, working parties, service, and financial planning. To deliver to user departments the financial expertise to put together in-house bids and tender evaluations.
- To provide support to the Council's Treasury Manager in the monitoring and management of the Council's cash balances.
- To complete Government returns as requested.

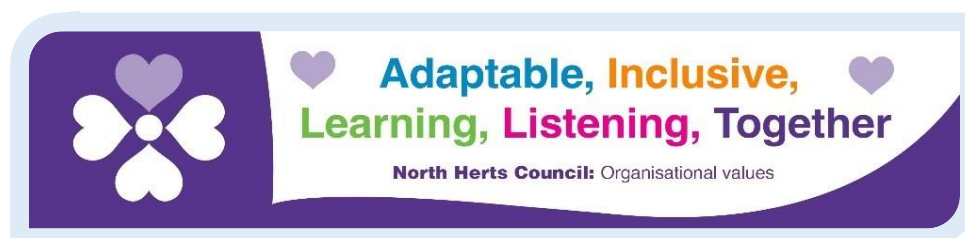
Level 4 (in addition to the above):

- Deputise for the Group Accountant when required.
- To manage holding accounts and review them on an on-going basis to ensure the closure of accounts deadline is met.
- To be up to date with technical Capital and Revenue accounting requirements to ensure compliance in the Statement of Accounts.
- To be seconded to one-off projects e.g. implementation of a new system (financial perspective).

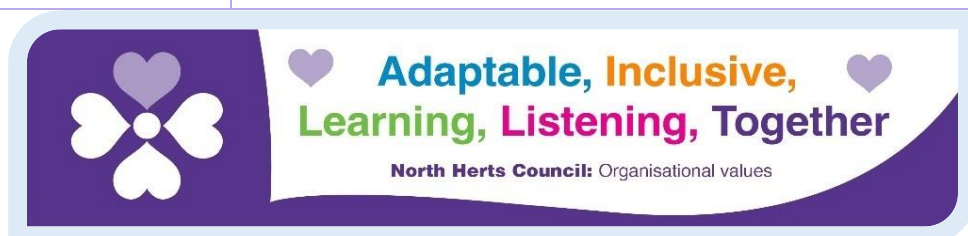
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:		Essential desirable
Qualifications:	Level 1	
	Educated to GCSE standard or equivalent.	E
	AAT qualified (A 3-year training course which is NVQ/SVQ in accounting, level 4. HND holders are exempt from some of the AAT examinations, if the HND is a in a relevant subject.) or equivalent technical knowledge and experience.	E
	CIPFA certificate or equivalent	D
	Level 2 (in addition to the above)	
	Completed CIPFA Certificate or equivalent qualification.	E
	Level 3 (in addition to the above)	



	<p>Completed CIPFA Diploma or equivalent qualification. E</p> <p>Level 4 (in addition to the above)</p> <p>Qualified CIPFA Accountant or equivalent qualification E</p> <p>Elected Member of CIPFA or equivalent E</p> <p>Evidence of continuing professional development. D</p>	
Job related experience & knowledge:	<p>All levels</p> <p>Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes, including Word and Excel E</p> <p>Experience in an accountancy or financial management background. E</p> <p>Experience of dealing with accounts, reconciling numbers and using complex calculations when dealing with figures. E</p> <p>Interpersonal and communication skills necessary to gain and sustain the confidence and commitment of service users to fulfil their financial management responsibilities. E</p> <p>Accountancy experience in a public sector environment D</p> <p>Level 3 (in addition to the above)</p> <p>Significant experience in an accountancy service background, (budget monitoring, closure procedures) E</p> <p>Level 4 (in addition to the above)</p> <p>Interpersonal and communication skills that give confidence to the user department without reference to the Group Accountant. E</p>	
Skills & attributes required for the role:	<p>All levels</p> <p>Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role. E</p> <p>Computer skills on Windows based applications, word and excel.(experience of using functions to create meaningful reports and spreadsheets) E</p> <p>Experience of using a financial system in order to maintain and interrogate data. E</p> <p>Financial skills and knowledge commensurate to a qualified AAT E</p> <p>Ability to deal with budgetary queries and run standard reports for users with reference to the Group Accountant or Accountancy Manager E</p>	



	<p>Level 2 (in addition to the above)</p> <p>Advanced Computer skills on Windows based applications, word and excel. (for example, using lookups and macro's)</p> <p>Financial skills and knowledge commensurate with a part qualified accountant</p> <p>Level 3 (in addition to the above)</p> <p>Experience of generating and tailoring reports to users needs and ability to do this without direction from the Group Accountant.</p> <p>Ability to write and run more complex reports for user departments, deal with more complex problems with less management supervision.</p> <p>Level 4 (in addition to the above)</p> <p>Report writing skills e.g., crystal or business objects, use of VBA to create macros in Excel.</p> <p>Financial skills and knowledge commensurate with a qualified accountant.</p> <p>Ability to write reports and deal with complex problems without reference to the Accountancy Manager, to quality check decisions.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Other:</p>	<p>All levels</p> <p>Experience of working as part of a team.</p> <p>Ability to promote the image of the service through an articulate and confident approach.</p> <p>Flexible, motivated and the ability to work unsupervised when necessary.</p> <p>Level 4 (in addition to the above)</p> <p>Ability to work on projects independently from the Group Accountant, which require complex calculations and liaison with officers at all, levels.</p> <p>Ability to deputise for the Group Accountant during periods of absence without need for further cover arrangements. Works mainly unsupervised.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Signed.....

Date.....

