

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Trainee Accountant	Range 3	<p>Assist in the preparation of the annual revenue budget and monthly revenue budget monitoring statements, closure of accounts and monthly reconciliations in accordance with all relevant legislation, strategies, policies, procedures and timescales.</p> <p>Working collaboratively with other Accountants within the Revenue Accounts team to ensure consistency in approach to achieve best practice.</p>	<p>Required for this level</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Good standard of education with a minimum of 5 GCSE to include Maths and English grades A-C/4-9 or equivalent level 2 qualifications</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Awareness of local government finance/accountancy, finance business processes or a similar office environment</li> <li>Good knowledge of Office 365, especially Teams and Excel</li> <li>Awareness of financial processes such as inputting of journals with minimal assistance</li> </ul> <p><b>Experience</b></p>	<p>In addition to level A</p> <p><b>Qualifications</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of local government finance/accountancy, finance business processes to include understanding of finance team structures and purpose</li> <li>Applied knowledge of data protection and confidentiality requirements particularly related to sensitive information</li> <li>Applied knowledge of processes, such as journal inputting, including expected standards and impact on other work</li> <li>Knowledge of the coding structure within the Council's finance system and how in turn this is used for reporting, both internal and external</li> </ul> <p><b>Experience</b></p>	<p>In addition to levels A and B</p> <p><b>Qualifications</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>A good understanding of local government finance/accountancy, finance business processes to include comprehensive understanding of the roles within the wider team</li> <li>Basic understanding of accounting principles</li> <li>Awareness as to the differences between capital and revenue expenditure and the appropriate requirements and funding sources for each</li> <li>A good understanding of GDPR legislation and best practice in relation to information sharing</li> <li>An awareness of the Council's Record Retention Policy and freedom of information protocols</li> <li>Understanding and awareness of internal and external audits and the need to review and implement recommendations</li> </ul> <p><b>Experience</b></p>

			<ul style="list-style-type: none"> <li>• Experience of using Office 365 including Excel calculations</li> <li>• Experience of working in an office environment and providing administrative support</li> <li>• Experience of updating records accurately using electronic or hard copy filing systems</li> </ul>	<ul style="list-style-type: none"> <li>as accountancy, bookkeeping including reconciliations and monitoring budgets</li> <li>• Experience of independently managing own workload under instruction from line manager and in accordance with team deadlines and expected timescales</li> <li>• Experienced in explaining straightforward tasks to others, where required and providing general information, advice and guidance on internal procedures relating to finance</li> <li>• Experience of dealing with confidential and sensitive data</li> <li>• Experience of confidently using specialist IT packages relevant to finance such as Integra, Resourcelink, Mosaic (as appropriate to the role)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of independently completing aspects of key financial process, to include: <ul style="list-style-type: none"> <li>- Budget build</li> <li>- Budget monitoring</li> <li>- Closing accounts</li> </ul> </li> <li>• Experience of contributing information to support Freedom of Information (FOI) request responses</li> </ul>
			<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to maintain confidentiality of information and ensure data is input with care and accuracy</li> <li>• Good communication skills to include clarity, understanding and ability to choose appropriate style to suit target audience</li> <li>• Can work unaided for periods of time and prioritise their own workload with some support and guidance from a manager or mentor.</li> <li>• Can make use of available resources to understand a problem and initiate problem solving, escalating more difficult or complex issues to a more experienced officer.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of Microsoft Word, Teams and Outlook and internal systems relevant to the role, including ability to use advanced functions within Excel (including pivot tables, nested if functions, different lookup functions and advanced formulae)</li> <li>• Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience and respond appropriately to basic internal queries related to areas of responsibility</li> <li>• Able to work independently and prioritise planned day to day work and allocated tasks and manage work related pressure from deadlines and competing priorities.</li> <li>• Demonstrates the ability to independently review and improve existing resources (e.g. guidance notes).</li> <li>• Can provide relevant data, independently and in an appropriate understandable format.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Can identify problems with key process tasks and transact the necessary adjustments</li> <li>• Ability to apply relevant local government finance rules where required and communicate rules, in an understandable way, to non-finance staff.</li> <li>• Can produce financial reports using a variety of graphs and tables to present data within reports and provide explanation on reports produced.</li> <li>• Can provide key information to managers using knowledge of team/division.</li> <li>• Ability to work flexibly across several areas of the team to cover wide variety of projects and work</li> </ul>

				as required, to assist budget managers	
Accountant	Range 4	Assist in the preparation of the annual revenue budget and monthly revenue budget monitoring statements, closure of accounts and monthly reconciliations in accordance with all relevant legislation, strategies, policies, procedures and timescales.  Working collaboratively with other Accountants within the Revenue Accounts team to ensure consistency in approach to achieve best practice.	Required for this level	In addition to level A	In addition to levels A and B
			<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Good standard of education with a minimum of 5 GCSE to include Maths and English grades A-C/4-9 or equivalent level 2 qualifications</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of the Local Government Act 2003</li> <li>Good knowledge and understanding of data protection and confidentiality requirements</li> <li>Knowledge of finance management systems</li> <li>Knowledge of software packages such as Office 365, including being able to use formulae in Excel</li> <li>Knowledge of the differences between capital and revenue expenditure and the appropriate requirements and funding sources for each</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>2 years' experience of working within a finance environment</li> <li>Experience of undertaking various financial reconciliations</li> <li>Experience of providing support and coaching to others</li> <li>Experience of contributing information to support Freedom of Information (FOI) request responses</li> </ul>	<p><b>Qualifications</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Understanding of local government accountancy, finance business processes and related professional standards such as CIPFA Accounting Code of Practice and Service Reporting Code of Practice</li> <li>Understanding of Medway Council's governance structures and processes relating to finance activities</li> <li>An understanding as to the different information required for area related government returns and their sources</li> <li>Knowledge of grant determination letters</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working on at least one area of accounting activity and specialism</li> <li>Experience of working effectively with budget managers and providing advice and guidance on key issues such as capital v revenue expenditure</li> <li>Experience of working with sensitive information</li> <li>Experience of managing workloads and of prioritising tasks effectively</li> <li>Experience of using Integra effectively, independently and efficiently</li> <li>Experience of independently completing financial processes on a regular basis to a high standard;</li> </ul>	<p><b>Qualifications</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Comprehensive knowledge of council computer systems, especially Integra</li> <li>Knowledge of the Council's Record Retention Policy and FOI protocols</li> <li>In depth knowledge of accounting standards that determine how grants are accounted for</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working on multiple areas of accounting activity and specialism</li> <li>Experience in explaining detailed financial related information to budget managers</li> <li>Experience of providing supporting information for completion of government returns</li> <li>Experience of deputising on set tasks in the absence of Senior Accountant such as budget monitoring meetings with budget/service managers</li> </ul>

				treasury management, budget build, budget monitoring, closing accounts				
			<b>Skills</b>	<ul style="list-style-type: none"> <li>Highly experienced in the use of Microsoft Word, Excel, Teams and Outlook</li> <li>Ability to handle sensitive information professionally and maintain confidentiality</li> <li>Ability to undertake various financial reconciliations</li> <li>Ability to cope well under considerable pressure and difficult situations</li> <li>Ability to deliver reliable financial support to internal services</li> <li>Ability to support with FOI requests with some support</li> </ul>	<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to independently manage own workload aligned with performance targets and service deadlines, including fixed, non-negotiable deadlines, and maintain high quality standards</li> <li>Good communication skills and ability to use appropriate method and style to suit the subject and audience</li> <li>Able to provide advice on queries relating to accounting services</li> <li>Can independently provide supporting information for FOI requests</li> </ul>	<b>Skills</b>	<ul style="list-style-type: none"> <li>Can contribute to reviews of financial systems and key processes. Can suggest improvements to key processes displaying technical knowledge of the issues involved</li> <li>Can identify the need to apply accounting rules and concepts contained in the CIPFA Code or similar</li> <li>Ability to undertake medium-term project work i.e. corporate or departmental projects</li> <li>Excellent communication skills with ability to utilise various methods including verbal presentations, tables, diagrams and written briefings</li> <li>Can demonstrate resilience and flexibility with workload management in response to team and service needs</li> </ul>
Senior Accountant		Range 6		Required for this level	In addition to level A	In addition to levels A and B		
		Assist in the preparation of the annual revenue budget and monthly revenue budget monitoring statements, closure of accounts and monthly reconciliations in accordance with all relevant legislation, strategies, policies, procedures and timescales.		<b>Qualifications</b>	<b>Qualifications</b>	<b>Qualifications</b>		
		Working collaboratively with other Accountants within the Revenue Accounts team to ensure consistency in approach to achieve best practice.		<ul style="list-style-type: none"> <li>Good standard of education with a minimum of 5 GCSE to include Maths and English grades A-C/4-9 or equivalent level 2 qualifications</li> </ul>		<ul style="list-style-type: none"> <li>Level 4 qualification such as NVQ/AAT</li> </ul>		
				<b>Knowledge</b>	<b>Knowledge</b>	<b>Knowledge</b>		
				<ul style="list-style-type: none"> <li>Good understanding of local government accountancy, finance business processes and related professional standards, to include Local Government Act 2003 and CIPFA code</li> <li>Good knowledge and understanding of data</li> </ul>	<ul style="list-style-type: none"> <li>Advanced understanding of local government accountancy, finance business processes and related professional standards</li> <li>Advanced knowledge of council finance systems</li> <li>High level of knowledge of software packages such as Office 365</li> </ul>	<ul style="list-style-type: none"> <li>Good level of understanding of Technical Accounting to help ensure the Council works within appropriate financial standards</li> <li>Excellent understanding of the Council's budget setting, monitoring and the funding thereof relating to the</li> </ul>		

		<p>protection and confidentiality requirements</p> <ul style="list-style-type: none"> <li>• Good knowledge of computer systems, particularly Integra and Microsoft programmes</li> <li>• Applied knowledge of Record Retention policy and FOI protocols</li> <li>• In depth knowledge of accounting standards that determine how grants are accounted for</li> </ul>	<ul style="list-style-type: none"> <li>• High level of knowledge and understanding of data protection and confidentiality requirements</li> <li>• Base knowledge of VAT rules and regulations</li> <li>• Understanding of Medway Council's financial rules and regulations</li> <li>• Understanding of the Finance Business Partner role, occasionally deputising in meetings as required</li> </ul>	<p>Councils Revenue/Capital budgets</p> <ul style="list-style-type: none"> <li>• Base knowledge of working practices to assist the Council's Treasury function</li> <li>• Comprehensive knowledge of VAT rules and regulations and able to provide guidance to Members and officers of the council</li> </ul>
		<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 Years experience of working in a finance environment</li> <li>• Experience of working effectively with budget managers</li> <li>• Experience of working with sensitive information</li> <li>• Experience of managing workloads and of prioritising tasks effectively</li> <li>• Experience of providing support and coaching to others</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of providing thorough advice and guidance to managers on finance matters</li> <li>• Experience of independently completing financial processes to a high standard for a full financial year; treasury management, budget build, budget monitoring, closing accounts</li> <li>• Experience of costing staffing restructures/business plans/financial modelling</li> <li>• Experience of independently completing government returns</li> <li>• Extensive experience of using Integra effectively, independently and efficiently</li> <li>• Experience of providing information for FOI responses</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of explaining detailed financial related information to budget managers, including finance business processes and related professional standards</li> <li>• Extensive experience of training and developing staff both in finance teams and other services</li> <li>• Experience of working on multiple areas of financial activity and specialism to a consistent high standard</li> <li>• Experience of completing government returns</li> <li>• Experience of deputising for the Finance Business Partner in their absence with meeting attendance and resource issues</li> <li>• Experience of responding to FOI responses</li> </ul>
		<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Highly experienced in the use of Microsoft Word, Excel, Teams and Outlook</li> <li>• Ability to maintain accurate working papers with attention to detail</li> <li>• Ability to coach team members and manage team members workloads when required</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to obtain, analyse and interpret complex data/information</li> <li>• Excellent communication skills with ability to utilise various methods including verbal presentations, tables, diagrams and written briefings to communicate high level and complex information, such as clear narrative reports, to senior managers</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Able to lead on refinement of key processes in defined areas, demonstrating technical knowledge of the issues involved with ability to suggest improvements to key processes.</li> <li>• Can effectively brief senior officers on developments</li> <li>• Can contribute to major reviews of financial systems and applications and suggest</li> </ul>

			<ul style="list-style-type: none"> <li>Ability to train budget managers on finance processes and systems</li> <li>Can handle sensitive information professionally and maintain confidentiality</li> <li>Can independently manage own workload and support workload management of the team with ability to demonstrate resilience during periods of considerable pressure and difficult situations</li> <li>Ability to deliver high-quality financial support to internal services</li> <li>Ability to undertake medium-term project work i.e. Corporate or Departmental Projects</li> <li>Can identify the need to apply accounting rules and concepts contained in the CIPFA Code or similar</li> </ul>	<ul style="list-style-type: none"> <li>Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards</li> <li>Able to provide advice on complex queries relating to accounting services and/or on internal procedures relating to financial process and policy</li> <li>Can independently provide supporting information for any FOI requests related to team processes</li> <li>Ability to independently manage own workload aligned with performance targets and service deadlines, whilst demonstrating flexibility and resilience to respond to team/service needs and pressures</li> </ul>	<p>solutions to problems encountered</p> <ul style="list-style-type: none"> <li>Able to undertake line management, supervision or coordination of others</li> <li>Ability to exercise leadership skills to support the team, this might be through a period of change, a new project or during periods of absence</li> <li>Good interpersonal skills with ability to respond professionally and effectively to complaints or difficult situations</li> </ul>
Finance Business Partner	Range 7	<p>To assist the Head of Revenue Accounts and Chief Finance Officer in the development of the revenue draft budget and Medium-Term Financial Plan.</p> <p>To oversee the management of the Adult Social Care &amp; Public Health Finance Team and coordinate the provision of support and advice to the service directorates.</p> <p>Establishing and maintaining sound financial systems and procedures, ensuring that these are standardised across the division to improve efficiency and effectiveness, and meet any legislative and statutory obligations.</p>	<p>Required for this level</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Level 4 qualification in a related and relevant field, such as NVQ/AAT</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Excellent understanding of local government accountancy, finance business processes and related professional standards</li> <li>High level of knowledge and understanding of data protection and confidentiality requirements.</li> </ul>	<p>In addition to level A</p> <p><b>Qualifications</b></p>	<p>In addition to levels A and B</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Professional accounting qualification (level 7) such as ACCA, CIMA, CIPFA or a degree qualification in a relevant and related field such as Accounting and Finance, Economics and Finance, or similar</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Detailed understanding of the Council's budget setting, monitoring process and the funding thereof relating to the Councils Revenue/Capital budgets.</li> <li>Understanding of impact of role and team to completion of the Statements Accounts and delivery of external audit process.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Subject matter expert in respect of the relevant service</li> <li>Leads on the completion of and submission of relevant government returns</li> <li>Comprehensive understanding as to how Local Government Financial Statements are produced to ensure they fully</li> </ul>

			<ul style="list-style-type: none"> <li>Good level of understanding of Technical Accounting to help ensure the Council works within appropriate financial standards</li> <li>Excellent understanding of the Council's budget setting, monitoring process and the funding thereof relating to the Council's Revenue/Capital budgets.</li> <li>Base knowledge of working practices to assist the Council's Treasury function.</li> <li>Comprehensive knowledge of VAT rules and regulations to enable knowledge and guidance to Members and officers of the council.</li> <li>Detailed knowledge of a service specific to an area of work</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of support required for completion of relevant government returns</li> <li>Advanced level of understanding of the Council's approach to its Treasury Function, especially with regards to the Treasury Strategy and how this shapes that function.</li> <li>Advanced knowledge of VAT in order that simple queries from Members or Officers can be fielded appropriately.</li> <li>Good knowledge of the Council's constitution regarding financial matters and authorisation limits</li> </ul>	comply with all relevant accounting standards.
			<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum of 5 Years' experience of working at a senior level in a local government finance team</li> <li>Experience of managing others including undertaking supervision, appraisal discussions and performance management</li> <li>Experience of working with sensitive information</li> <li>Extensive experience of working on multiple areas of financial activity and specialism to a consistent high standard and explaining detailed financial related information, including process and professional standards, to budget managers</li> <li>Extensive experience of training and developing staff</li> <li>Experience of problem solving and identifying solutions that address concerns or improve delivery of the service</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least 3 years' experience of supporting assigned specialist area of financial operations</li> <li>Experience of leading processes on budget setting, budget monitoring, closures of accounts and/or preparing financial statements for specific areas</li> <li>Experience of providing detailed advice and guidance to managers on finance matters and helping others to do so</li> <li>Experience of actively participating in a special project which brings about organisational change or transformation</li> <li>Experience of leading the coordination of supporting information and completion of government returns</li> <li>Experience of producing well written reports for senior management and members and providing finance clearance for publication of committee papers</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least 5 years' experience of supporting assigned specialist area of financial operations</li> <li>Experience of leading on a special project which brings about organisational/service transformation</li> <li>Experience of leading a team which consistently meets annual performance targets</li> <li>Experience of providing financial representation to member led meetings and committees</li> <li>Experience of deputising for Heads of Service at specific member led meetings</li> </ul>

		<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to set clear objectives and direct and co-ordinate the activity of the team to deliver those objectives, encouraging a flexible approach to respond to changing needs and prioritising work of the team to meet set deadlines</li> <li>Ability to provide effective leadership and training to develop team</li> <li>Excellent interpersonal and communication skills, with developed negotiation and influencing skills and ability to tailor information and style accordingly</li> <li>Ability to produce well written reports for senior management and Committee reports</li> <li>Ability to respect confidentiality and manage others to do so accordingly, with ability to identify and respond to breaches as appropriate</li> <li>Ability to work effectively with colleagues at all levels, across a range of council services treating all with dignity and respect and manage others to do so accordingly</li> <li>Ability to deal with confrontation or disagreement in a polite, professional, and courteous manner and manage others to do so accordingly</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to carry out complex accountancy tasks to a high standard and coach/supervise others to do the same</li> <li>Ability to scrutinise and contribute to financial implications of reports to senior management and members, providing financial clearance prior to publication</li> <li>Ability to contribute and support services on the development of robust business cases, including detailed financial modelling to also demonstrate ability to provide robust challenge where appropriate, i.e. around the validity of financial projections</li> <li>Able to present financial information to senior management (including at DMT meetings) on financial performance including well written reports for and Committee reports</li> <li>Ability to assist the Heads of service to formulate strategic documents relating to the service area</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to support the Head of Service to manage work across the service, prioritising work to meet multiple non-negotiable deadlines, while maintaining high standards</li> <li>Ability to represent the council on financial matters to outside partner organisations</li> <li>Ability to empower and coach team to use well developed negotiation and persuasion skills to influence senior management to agree management actions</li> </ul>			