

## Job Description

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| Job title   | Accountant – Technical Accounting               |
| Directorate | BUSINESS : Business Support                     |
| Division    | Finance Business & Intelligence - Finance       |
| Range       | Range 4   |
| Reports to  | Finance Business Partner – Technical Accounting |

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### Main purpose of the job:

Assist with the preparation of the annual Statement of Accounts in accordance with agreed strategies and timetables ensuring that the accounts comply with latest codes, statute and guidelines. Assist with the administration of the annual audit of accounts.

Working collaboratively with other Accountants within the Technical Accounting team to ensure consistency in approach to achieve best practice.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

Assist with the monitoring of, and promote compliance with the Council's financial rules, accounting codes of practice and other internal and external guidelines and regulations and provide general financial advice, where required to ensure sound financial control over the Council's resources.

Assist where required with the production of the Council's annual capital strategy, assist with the production and monitoring of the Council's capital programme, and the funding of that programme. The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code requires local authorities to produce a Capital Strategy to demonstrate that capital expenditure and investment decisions are taken in line with service objectives and take account of stewardship, value for money, prudence, sustainability, and affordability.

Provide data to contribute, as and when required, to the preparation of cabinet and committee reports to ensure that financial implications and strategies are properly addressed.

Assist with the completion of, in accordance with statutory or prescribed timetables, all relevant returns, statistics or questionnaires to various outside bodies including the directorate's contribution to the whole of Government Accounts and various capital returns, to ensure compliance with statutory requirements.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

### Organisation:

This role reports to the Finance Business Partner – Technical Accounting

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

## Person specification

### Qualifications

Educated to NVQ Level 4 or equivalent (e.g., AAT), and/or significant relevant financial experience.

Commitment to continued professional development.

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### Knowledge

Knowledge of the processes for financial statements preparation, capital budget monitoring and budgetary control.

Detailed knowledge of the reconciliation process.

Awareness of data protection and confidentiality issues.

A working knowledge of Local Authority's accounting systems.

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### Experience

Experience of working within a finance environment.

Experience of working effectively with Heads of Service and Budget Managers (or equivalent senior management).

Demonstrate a high level of professionalism and ability to maintain confidentiality and keep sensitive information secure.

Demonstrable knowledge or understanding of Technical & Capital Accounting.

Ability to demonstrate the practical and/or procedural knowledge in a specialist finance area, as well as the ability to turn theoretical knowledge into practical applications.

Can manage high levels of work-related pressure and able to prioritise tasks effectively, from deadlines and/or conflicting demands.

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### Skills

Proficient in the use of Microsoft Word, Excel and Outlook.

Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards.

Skilled at providing advice and guidance on internal procedures and relevant legislation.

Excellent communication skills, both orally and in writing, including good report-writing skills.

Ability to demonstrate an understanding of how teams work with other services and taking a proactive approach towards helping others.