

Job Description

Financial Accountant

Level 9 – Range 27 - 28

Full time 36.25 hours

Responsible To:

Senior Financial Accountant

Responsible For:

N/A

About the job:

To assist the Principal Financial Accountant (Deputy S151 Officer) and Senior Financial Accountants in providing a high quality financial and corporate accountancy service to South Ribble Council and Chorley Council, and to meet the responsibilities to the Shared Services Joint Committee (SSJC).

Role:

Completion of the bank and cash reconciliations, including production of bank reconciliation reports, at both councils and their subsidiary companies;

To effectively manage the cash and investment portfolios on a day-to-day basis at both councils and their subsidiary companies, including liaison with brokers to obtain details of current investment opportunities and rates;

Completion of balance sheet reconciliations on a regular basis across both councils and their subsidiary companies; including payroll control accounts and collection fund reconciliations (including Council Tax, NNDR and Housing Benefit);

To assist in the closure of the year end accounts for both councils and their subsidiary companies, including year-end reconciliations, completion of notes to the accounts and answering queries from external audit;

Completion and submission of the Making Tax Digital VAT returns to HM Revenues and Customs, including reconciliations of all VAT accounts, for both councils and their subsidiary companies;

To assist the Senior Financial Accountants in monitoring the leasing portfolios for both councils and their subsidiary companies, making recommendations regarding the best financing options for fixed assets as necessary;

To develop, calculate and monitor a set of balance sheet indicators to ensure effective management of the balance sheet;

To work closely with members of the Exchequer Team, the Income and Debtors Team and the Revenues and Benefits Team, to ensure that high quality and timely information is fed into the general ledger;

To assist the Principal Financial Accountant (Deputy S151 Officer) in regularly reporting on compliance with the Prudential Code, the Treasury Management Strategy and the Capital Strategy at both councils;

To complete financial and statistical returns, required by various outside bodies, that are related to the areas of work covered by the role for both of the councils and their subsidiary companies as required;

To provide training and advice to finance and non-finance staff with regard to VAT, credit cards and other services that are covered within the remit of the post, as required;

To provide cover and support for other functions within the Finance Team, of a comparable level to this post, as determined by the Principal Financial Accountant (Deputy S151 Officer);

To support the Principal Financial Accountant (Deputy S151 Officer), together with the wider Finance Team, to deliver the Annual Service Plan for the Shared Financial Services Team;

To ensure the achievement of professional standards in the provision of financial services, including adherence to standing orders, financial procedures rules, other financial policies and procedures and relevant accounting codes of practice.

Responsibilities:

Team:

- You will work with your colleagues to prioritise team objectives over individual objectives.
- You will support and respect your colleagues at all times.
- You will work together to share knowledge and experiences to improve your service.
- You will participate in development activities as required.

Corporate:

- You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
- You will actively engage with customer care, value for money and performance management.
- Your duties will be carried out in line with our equality scheme.
- You will be compliant at all times with GDPR and data protection legislation.
- You will constructively participate in communication and promotional activities.

Organisational:

- You will be committed to ensuring that shared services works for each organisation and act as an advocate for its development over time
- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council's priorities and objectives are met.
- You will positively promote and represent the Council at all times.

What the successful candidate will have:

Qualifications

- AAT Level 4 (NVQ 4)
- Evidence of continuing professional development.

Knowledge & Experience

- Experience and knowledge of working with financial and management information systems
- Experience of financial accounting procedures and transactional accounting processes
- Experience of advising non-finance officers
- Knowledge of statutory and non-statutory requirements and legislation in relation to finance and VAT
- Experience and knowledge of finance systems

Skills & Abilities

- Ability to understand and apply finance and VAT guidance and legislation
- Ability to respond to a range of finance and VAT related enquiries
- Ability to communicate confidently and effectively
- Ability to work effectively with other finance team members
- Ability to plan, prioritise and manage workloads effectively
- Strong MS Office skills – Excel and Word.

You will play a key part in our organisational culture:

A LEARNING FORWARD THINKING ORGANISATION – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask

RESPECT AND INTEGRITY – Is visible, approachable, open and honest with colleagues.

PRIDE – Creates an upbeat, positive culture among colleagues.

TWO COUNCILS, ONE SHARED SERVICE – Builds effective relationships outside their immediate team, with win-win relationships for all