

JOB SUMMARY

Post Title	Accountancy Assistant						
Job Family	<i>Business Support</i>	Pay Range	6	Line Manager to others?	No	Role profile ref	BS06
Service Area	<i>Financial Management</i>						
Line Manager	<i>Accountant</i>						
Location	<i>County Hall, Newport, IOW</i>						

Job Purpose

To support the delivery of a management accounting and technical finance service to specific directorates across the council including contributing to monthly budget monitoring, monthly forecasting, transactions with schools and annual closedown procedures.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Provide initial advice to budget managers for basic budget questions and feeding back to them issues around data quality, advising best practice going forward and referring more complex issues to senior finance staff.
- Ensuring data quality throughout all streams of financial information by interrogating the general ledger system (SAP) for mis-coded transactions and errors deciding on the most appropriate course of action.
- Creation and coordination of working papers for all council departments for the monthly forecasting process.
- Regular budget adjustments and journals acting on requests from services and accountants, through the creation of working papers then inputting to the SAP system.
- Converting system data into relevant reports for service needs such as staffing information and updating service board reports.
- To represent the Financial Management service through active participation in team meetings, project groups and other working groups as appropriate.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment.	<i>Experience of working in a financial environment following relevant accounting policies and procedures.</i>	Y	
Working knowledge of relevant processes and systems.	<i>A working knowledge of using financial systems to undertaking duties such as inputting and reconciling transactions.</i>	Y	
Knowledge of the service provided in own area.	<i>A basic understanding of accounting policies and procedures required to provide relevant information and advice to budget managers and identifying and rectifying issues with data quality.</i>	Y	
ICT skills including use of Microsoft applications.	<i>Extracting large amounts of data from the SAP system to Excel for several purposes such as, forecasting and reconciling, therefore a good level of knowledge of Excel specifically and other Microsoft applications is required.</i>	Y	
Good verbal and written communication skills.	<i>Liaison with colleagues and service departments to provide financial advice and information which should be presented in an appropriate format that is clear and concise.</i>	Y	
Numerate and accurate with attention to detail.	<i>Data quality is a key aspect of this role therefore you should be able to reconcile large amounts of financial data quickly and accurately. You will also be inputting journals and</i>	Y	

JOB SUMMARY

	<i>budget adjustments into the SAP system ensuring appropriate working papers are kept satisfying audit requirements and transparency.</i>		
Understanding of how to deal with customers appropriately.	<i>Dealing with customers issues promptly in a polite manner and redirecting as appropriate to relevant finance staff.</i>	Y	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 3/4 qualification standard or able to demonstrate equivalent experience.	<i>AAT level 3 Diploma in Accounting, A levels or equivalent.</i>	Y	
RSA III (Word Processing) or equivalent professional qualification may be required.	N/A		
May require relevant certifications including evidence of fluency in English language.	N/A		
Other Requirements			
Organisation Structure (optional)			