

## JOB SUMMARY

<b>Post Title</b>	<b>Senior Accounting Technician</b>						
<b>Job Family</b>	<i>Business Support</i>	<b>Pay Range</b>	9	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	BS09
<b>Service Area</b>	<i>Financial Management</i>						
<b>Line Manager</b>	<i>Senior Accountant – Childrens Services</i>						
<b>Location</b>	<i>Floor 5, County Hall, Newport, IOW</i>						

**Job Purpose**  
 To support a full management accounting and school funding service to Childrens Services, including financial advice, monthly monitoring, the distribution of school funding streams alongside supporting schools and service budgets to deliver a sustainable budget.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- Senior Accounting Technician supporting the Access and Resources, Education & post 16 participation and Strategic Development branches of Childrens Services, no direct reports.
  - Support the Senior Accountant in the overall reporting at a Directorate level.
  - To provide support to service managers with financial advice and budget reporting.
  - Supporting schools with funding queries, accountancy requirements and delivering financial messages to school business managers.
  - Ensuring detailed monitoring and compliance with grant conditions of various grants and returns.
  - Supporting the Senior Accountant / Senior Finance Business Partner with support & challenge to schools around budget planning.

**Knowledge, Skills and Experience**

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Practical experience acquired through a combination of training and on-the-job experience, demonstrating development through a series of progressively more demanding and relevant work roles.	<i>Attending budget meetings individually with budget managers and as part of wider budget meetings, working towards increasing the complexity of budget forecast analysis to increase robustness.</i>	<b>Y</b>	
Authoritative knowledge of relevant processes, systems, policies and procedures.	<i>This role is expected to gain detailed knowledge on school funding streams and any relevant policies and legislation that impact on the provision of the service areas it supports.</i>	<b>Y</b>	
Good knowledge of other areas of the authority relevant to the service.	<i>Wider knowledge of local authority services supported will assist in the ability to provide financial advice that meets with the requirements of the Medium Term Financial Strategy and delivers against the Corporate Plan outcomes</i>		<b>Y</b>
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	<i>Key data manipulation is completed on Excel spreadsheets on a daily basis such as budget monitoring and a variety of financial analyses including funding schedules for schools.</i>	<b>Y</b>	
Excellent written and verbal communication skills and the ability to build relationships and influence others based on knowledge of the area. Proven ability to explain technical / specialist information in a way which a non-specialist can understand.	<i>Drafting of budget monitoring reports including narrative around variances is essential, financial messages will be delivered to an audience with a range of financial ability.</i>	<b>Y</b>	
Good planning and organisational skills, with proven ability to prioritise workloads,	<i>Monthly deadlines exist for internal budget</i>	<b>Y</b>	

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monitor and evaluate work, to ensure deadlines are achieved.	<i>monitoring, alongside government requirements on grant and compliance submissions.</i>		
Numerate and accurate with attention to detail.	<i>The calculation and distribution of government grants to external bodies such as schools requires a high accuracy rate.</i>	<b>Y</b>	
Good problem solving and analytical skills.	<i>Changing grant conditions will require some interpretation and amending processes to accommodate regulation.</i>	<b>Y</b>	
Experience or training sufficient to ensure financial processing / budget monitoring is completed accurately.	<i>Financial processing and budget monitoring is a key part of the role, both in terms of payments made to schools and monthly budget forecasting that is completed.</i>	<b>Y</b>	
Experience of contributing to projects as part of a team.	<i>Budget monitoring is a key task and involves communicating and working as a team to formulate the monthly Childrens Services forecast.</i>	<b>Y</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to level 4 standard or able to demonstrate equivalent experience.	<i>Member of Association of Accounting Technicians or equivalent relevant qualification</i>	<b>Y</b>	
<b>Other Requirements</b>			
Relevant professional qualification or working towards this.			
May require relevant certifications including evidence of fluency in English language.			
<b>Organisation Structure (optional)</b>			