

# Job Description

## Senior Accountancy Assistant

Level 7

Full time 36.25 hours.

### Responsible To:

Senior Management Accountant

### Responsible For:

N/A

### About the job:

You will be part of a fantastic team that delivers effective finance support to services across both Chorley and South Ribble Borough Councils as part of a shared financial services team. You will be based at Chorley Council's Town Hall but may also work from South Ribble Borough Council's Civic Centre in Leyland.

You will work closely with, and be fully supported by, the team to develop the necessary knowledge, experience and skills.

### Role:

Supporting budget holders to compile revenue and capital budgets in accordance with each council's medium term financial and corporate planning processes

Maintain an up-to-date knowledge of issues affecting services so as to understand and anticipate the needs of the services supported.

Working with the Senior Management Accountant to prepare management accounting reports, this will require working with colleagues on the team to aid production of the accounts.

Support the Senior Management Accountant in maintaining a reconciled establishment with HR.

Completing journals and other reconciliations where required across the management accounting team.

Providing timely and accurate responses to Freedom of Information requests

Supporting the Financial Systems team to maintain the financial management system.

Communicating to Directors and other operational staff regarding authorizations levels and making amendments

Supporting the completion of grant claims with leads outside of finance

Responding to external audit queries including doing walkthroughs of the system.

At financial year end working closely with budget holders to ensure a timely and accurate close-down of the revenue and capital accounts in strict accordance with statutory requirements.

Support the Shared Senior Management Accountant in the faster closure of accounts by maintaining notes to the statement of account alongside monitoring information throughout the year wherever possible.

Help to close, carry forward and amend purchase orders at year-end.

Attendance at officer meetings and meetings with outside bodies as required.

Conduct checks for creditor and other BACS and CHAPS payments.

## 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

- Four GCSEs (grades A-C or equivalent levels 5 - 9)
- AAT Level 3 or above.

### Knowledge & Experience

- Experience and knowledge of working with financial and management information systems.
- Experience of financial accounting procedures and transactional accounting processes.
- Experience of working in a team and delivering outcomes.
- Awareness of statutory and non-statutory requirements and legislation in relation to finance and VAT.
- Awareness of Accounting Techniques.
- Strong finance system knowledge and skills.

### Skills & Abilities

- Ability to deliver a first-class customer service.
- Ability to communicate confidently and effectively
- Ability to work effectively with other finance team members
- Ability to plan, prioritise and manage workloads effectively
- Strong IT skills.
- Strong MS Office skills – Excel and Word.

## Our values and behaviours:

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.