

## **Job Description: Assistant Accountant – Management Accounts**

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**Reports to:** Financial Planning and Analysis Lead

**Directorate/team:** Corporate Services / Finance

**Grade:** Grade 4

### **Job Purpose:**

To deliver highly effective customer-centric finance services that enables the LGA to deliver to outcomes. Operating efficiently, use existing processes and procedures to advise on best accounting practice to improve and enhance service delivery.

To ensure the timely and accurate management of financial transactions for the LGA.

### **Core Accountabilities:**

1. Produce reports, briefings and information sheets and updates to ensure up-to-date Finance information is available for internal and external purposes.
2. Contribute to the delivery of the team's agreed objectives.
3. Participate in relevant projects that support the delivery of the LGA Business Plan.
4. Undertake all responsibilities with due regard to the LGA's Health and Safety, Equal Opportunities and Environmental policies.
5. Undertake any other duties and responsibilities appropriate to the post.

**Specific Accountabilities:**

1. Provide customer-centric financial support, advice and information to the Finance Planning and Analysis Lead and a range of customers and organisations, responding to routine procedural queries as well as non-routine issues and requests.
2. Work on computerised financial transaction systems and standard software packages to support the delivery of effective budgeting systems throughout the year (including budget and forecasting profiling and adjustments as required).
3. Promote good working relationships with the external/internal auditors and contribute to the prompt resolution of any audit queries. Providing support where necessary to senior officers with regard to audit queries.
4. Enable managers to meet their financial and budgetary responsibilities by providing effective financial support, challenge and monitoring.
5. Work without close managerial supervision (except in areas of particular technical complexity or sensitivity) with work subject to review on completion. Proactively identify problem areas and work with the business to develop improvements to systems and supporting processes.
6. Support the Financial Control team in the development and maintenance of financial systems data integrity, supporting the execution of effective quality financial control across the LGA. Take responsibility for maintaining the integrity of specific areas of financial data through operating/supervising associated controls.
7. Undertake benchmarking activities including analysing and manipulating data sets and presenting them in context to guide decision making.
8. Contribute to the design and delivery of training as appropriate to enable a culture of ownership amongst managers with defined financial processes and controls.
9. Carry out investigations as directed and reporting results, conclusions and recommendations.

**Relevant Contacts:****Local authorities**

Local authority partnering organisations

**LGA**

Strategic Management Team  
LGA management and service users  
Leadership Centre, PSAA, UKMBA

**Other**

Auditors  
Central Government Departments  
Partner organisations in the public and private sector.

## Person Specification: Assistant Accountant

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<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant financial qualification (AAT qualified or CCAB part-qualified or equivalent)</li> <li>• Evidence of continuous professional development</li> </ul>
<b>Knowledge and experience (will vary across the 2 roles)</b>	<ul style="list-style-type: none"> <li>• Experience of working with complex budgets and accounts</li> <li>• Experience of working with Charities and accounts prepared under the Charity SORP</li> <li>• Experience of working in a customer focus environment that enables managers to take responsibility of their financial accountabilities</li> <li>• Experience of the financial management and production of comprehensive reports (e.g. statement of accounts)</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to analyse problems and develop solutions, within policies and procedures and with advice available from the Strategic Finance Manager and Financial Planning &amp; Analysis Lead</li> <li>• Good interpersonal skills in order to deal with issues which are often sensitive and or confidential</li> <li>• Excellent written skills, with the ability to accurately summarise and convey complex information</li> <li>• Excellent oral and influencing skills, with the ability to give clear advice on procedural issues</li> <li>• Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity.</li> <li>• A demonstrable commitment to customer care</li> <li>• Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy</li> <li>• Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required</li> <li>• Ability to work as part of a team and to support others</li> <li>• Flexible approach to work, with a keenness to adapt to meet changing work requirements</li> <li>• A positive, “can do” attitude</li> </ul>