



**Job  
Description**

Job Title: Senior Accounting Technician	Grade/ Level: NJC Grade M-N	Post Number: AF8047
Directorate: Resources	Job Family: ACCOUNTING AND FINANCIAL CONTROL	Date Prepared: June 2021
Role reports to (Job Title): Finance Manager		
<p><b>Job Purpose:</b></p> <p>(1) To work with Service Managers on the preparation of budgets and the monitoring of income and expenditure.</p> <p>(2) To complete the annual closing of the accounts for their area of responsibility.</p> <p>(3) To contribute to the provision of financial management information and advice to Service Managers.</p> <p>(4) To offer support to more junior staff within the Team.</p>		
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. To work with Service Managers to prepare their detailed budgets with guidance from Heads of Finance and Finance Managers where necessary.</li> <li>2. To target support given to Service Managers based on risk and complexity associated with the budget.</li> <li>3. To provide financial advice and training as required to Service Managers, their support staff and any other officers as may be required.</li> <li>4. To contribute to the monitoring of income, expenditure and savings delivery across the Council, providing support and challenge to Service managers.</li> <li>5. To notify Heads of Finance and Finance Managers of emerging opportunities, risks and issues.</li> <li>6. To contribute to and/or draft reports as part of the regular service area reporting cycle.</li> <li>7. To provide accurate and timely data in support of the council's continuous improvement as required by Heads of Finance, Finance Managers and service managers.</li> <li>8. To close accounts for specific services, including the review of out-turn results, provision of information and advice to Service Managers.</li> <li>9. To actively support continuous improvement through working with other team members on the development of systems and processes to improve the financial management information produced and to rationalise the amount of data manipulation undertaken by the Team.</li> <li>10. To provide support and cover to other areas of the wider team as and when required.</li> <li>11. To undertake work commensurate with the grading of the post to support the specific needs of individual service areas.</li> <li>12. All activities must be completed in accordance to the relevant timetables.</li> </ol>		
<b>Job Scope:</b> Number and type of jobs managed:		<b>Job Scope:</b>

None	Budget: No budgets are controlled Assets: No assets are controlled
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### **Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.