

Experience Grading Matrix for Senior Accounting Technician Role – Salary Grade M/N £23,647 to £29,900

| | Newly Qualified | Qualified | Experienced |
|---|--|---|---|
| | Grade – M1 (£23,647) | Grade – M9 (£27,457) | Grade – N5 (£29,900) |
| Skills, Knowledge & Experience | Newly qualified Association of Accounting Technician (AAT) Professional Diploma in Accounting (Level 4) or equivalent qualification | Newly qualified Association of Accounting Technician (AAT) Professional Diploma in Accounting (Level 4), part qualified accountant or equivalent qualification | Qualified Association of Accounting Technician (AAT) Professional Diploma in Accounting (Level 4), part qualified accountant or equivalent qualification |
| | Experience of working in a finance team | Relevant experience demonstrating general knowledge of finance | Significant post qualification experience working successfully in equivalent roles |
| | Experience of working with a variety of stakeholders (customers/ colleagues) in a finance role | Experience of preparing budgets | Considerable experience of supporting budget managers in budget setting and in year monitoring |
| | | Experience of working with and providing support to budget managers and/or clients in a finance advisory capacity | Extensive experience of local authority revenue and capital budgetary control |
| Decision Making | The identification of routine financial issues and making a judgement as to issues need to be escalated to Finance Managers or Heads of Finance. | The identification of financial issues that will require discussion or challenge and support to the budget holders to develop solutions or actions to mitigate the issue where possible. Making a judgement as to when issues need to be escalated to Finance Managers or Heads of Finance. | The identification of more complex financial issues that will require discussion or challenge and supporting the budget holders to develop solutions or actions to mitigate the issue where possible. Making a judgement as to when issues need to be escalated to Finance Managers or Heads of Finance, including proposals for mitigation where possible. |
| | Ability to work independently and be able to organise own work, with minimal support from the Finance Manager | Able to organise own work and take responsibility for day to day low level | Take responsibility for day to day decision making in relation to their role |

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| | | decision making in relation to their role and seek clarification as necessary | including managing competing demands and seek clarification as necessary. |
| | Newly Qualified | Qualified | Experienced |
| | A basic understanding of accounting principles and able to identify when further support is required. | Correct application of accounting principles | Correct application of accounting principles and complex financial modelling. |
| | | | Able to effectively prioritise work to in the event of competing demands. |
| Contacts and Relationships | Working with a variety of stakeholders such as (customers/ colleagues / team members) | Working with a variety of stakeholders including budget managers and external partners. | Able to establish good working relationships with a range of officers at varying levels of seniority within the council and with our external partners. |
| Job Specific Competencies | Competent in the use of spreadsheets and financial ledger software | Competent in use of spreadsheets, including use of functions and tools, and in the use of financial ledger software | Experienced in use of spreadsheets, including use of functions and tools, and the use of financial ledger software |
| | Experience of extracting financial data from financial systems or using other tools such as Excel | Some experience of producing regular financial monitoring information, directly from finance systems or using other tools such as Excel | Extensive experience of producing regular financial monitoring information, directly from finance systems or using other tools such as Excel. |
| | Good verbal and written communication skills to deal with all internal and external contacts | Able to analyse and present information, drawing conclusions and identifying trends. | Experience of adhoc project work as well as routine financial reporting including provision of professional finance advice and recommendations through appropriate application of accounting standards and skills. |
| | Commitment to continued professional development | Good verbal and written communication skills to deal with all internal and external contacts | Excellent verbal and communication skills to deal with internal and external contacts on financial matters of varying complexity. |

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| | | Some experience of providing training to non-finance staff | A range of experience of providing training to non-finance staff on an individual and group basis |
| | | Commitment to continued professional development | Experience of providing informal training or mentoring for less experienced colleagues |
| | | | Detailed knowledge of own service area with in-depth understanding of the relevant legislation and regulations which apply, including the wider policies and ambitions of the Council. |
| | | | Commitment to continued professional development |
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