

Experience Grading Matrix for Senior Accounting Technician Role – Salary Grade M/N £25,986 to £32,348			
	Newly Qualified	Qualified	Experienced
	Grade – M1 (£25,986)	Grade – M9 (£29,863)	Grade – N5 (£32,348)
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 decision making in relation to their role and seek clarification as necessary	Take responsibility for day to day decision making in relation to their role 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.
		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