



Job Description

Job Title: Senior Accounting Technician	Grade/ Level: NJC Grade N	Post Number: AF8047
Directorate: Resources	Job Family: ACCOUNTING AND FINANCIAL CONTROL	Date Prepared: May 2016

Role reports to (Job Title): Finance Manager

Job Purpose:

- (1) To work with Service Managers on the preparation of budgets and the monitoring of income and expenditure.
- (2) To complete the annual closing of the accounts for their area of responsibility.
- (3) To contribute to the provision of financial management information and advice to Service Managers.
- (4) To offer support to more junior staff within the Team.

Key Accountabilities:

1. To work with Service Managers to prepare their detailed budgets with guidance from Heads of Finance and Finance Managers where necessary.
2. To target support given to Service Managers based on risk and complexity associated with the budget.
3. To provide financial advice and training as required to Service Managers, their support staff and any other officers as may be required.
4. To contribute to the monitoring of income, expenditure and savings delivery across the Council, providing support and challenge to Service managers.
5. To notify Heads of Finance and Finance Managers of emerging opportunities, risks and issues.
6. To contribute to and/or draft reports as part of the regular service area reporting cycle.
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.
8. To close accounts for specific services, including the review of out-turn results, provision of information and advice to Service Managers.
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.
10. To provide support and cover to other areas of the wider team as and when required.
11. To undertake work commensurate with the grading of the post to support the specific needs of individual service areas.
12. All activities must be completed in accordance to the relevant timetables.

Job Scope: Number and type of jobs managed: None	Job Scope: Budget: No budgets are controlled
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Assets: No assets are controlled

Knowledge and Experience:

Essential

- Qualified AAT or part qualified accountant, or experience of working successfully in equivalent roles
- Experience of working with budget managers

Preferred

- Experience of local authority revenue and capital budgetary control.
- Two years' experience of supporting budget managers in budget setting and in year monitoring

Decision Making:

- The identification of financial issues that will require discussion or challenge and supporting the budget holders to develop solutions or actions to mitigate the issue where possible. Responsible for making a judgement as to when issues need to be escalated to Finance Managers or Heads of Finance.
- Take responsibility for day to day decision making in relation to their role and seek clarification as necessary.
- Correct application of accounting principles.

Contacts and Relationships:

Essential

- The post holder will be expected to establish good working relationships with a range of officers within Swindon Borough Council and with our external partners, including -:
 - (i) The range of Budget Managers and Service Managers supported;
 - (ii) Heads of Finance and Finance Managers;
 - (iii) Officers from external partners including, but not limited to, CCG, schools, other Local Authorities and external agencies.

Creativity and Innovation:

Some creativity and innovation may be required

Job Specific Competencies:

Essential

- Competent in the use of spreadsheet and financial ledger software.
- Experience of producing regular financial monitoring information, direct from financial systems or using other tools such as Excel.
- Good verbal and written communication skills to deal with all contacts both internal and external.

Preferred

- Commitment to continuing professional development.
- Experience of providing training to non-financial staff.

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.