



SWINDON
BOROUGH COUNCIL

Role Profile

Title:	Senior Accounting Technician		
Career Family:	Finance & Assets	Date:	19/05/2023
Career Family Level:		Reference:	SBC_11763
Reports to (Job Title):	Finance Manager		

Purpose:

To provide professional finance support, advice and training to Service Managers and Budget Managers in the preparation and management of revenue and capital budgets, to ensure timely, robust and accurate financial management across the organisation. To complete the annual closing of the accounts in accordance with statutory requirements for their area of responsibility. To provide support, guidance and training to junior members of the finance team, as well as peers and colleagues across the organisation based on general and specialist subject areas.

Accountabilities:

1. Financial Monitoring and Reporting

- 1.1 To work with Service Managers and Budget Managers to prepare their detailed budgets with guidance from Heads of Finance and Finance Managers where necessary. To include certification of all income sources, inflationary assumptions, staff salary budget collation, fees and charges and consideration of any other relevant factors.
- 1.2 To target support given to Service Managers based on risk and complexity associated with the applicable budgets. Managing workload priorities in accordance with this risk analysis.
- 1.3 To provide financial advice and training as required to Service Managers, Budget Managers and their support staff and any other officers as may be required.

- 1.4 To contribute to the monitoring of income, expenditure and savings delivery across the Council, providing support and challenge to Service and Budget Managers and which may require complex modelling work to inform the understanding of the financial position.
- 1.5 To contribute to and/or draft reports as part of the regular service area reporting cycle.
- 1.6 To close accounts for specific services or activities including but not limited to, the review and analysis of out-turn results; provision of timely information and advice to Service Managers, Budget Managers and support staff; completion of any required technical notes and supporting working papers for the Statement of Accounts; completion of associated returns.
- 1.7 To provide capacity to Treasury activity including but not limited to, cashflow management and reporting, treasury payments, provision of advice and compilation of government returns
- 1.8 All activities must be completed in accordance to the relevant financial monitoring and reporting timetables.

2. Organisational Improvement

- 2.1 To notify Heads of Finance and Finance Managers of emerging opportunities, risks and issues.
- 2.2 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.
- 2.3 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.

3. Partnership Working

- 3.1 To provide support and cover to other areas of the wider team as and when required.
- 3.2 To work with funding partners and agencies to provide applicable financial monitoring and reporting in accordance with funding agreements.
- 3.3 To provide robust evidence to internal and external auditors as required as part of the annual or cyclical audit activity

4. Knowledge and Skills

- 4.1 Maintain and develop competencies by keeping up to date with new legislation and best practice which may develop areas of specialism or of lead responsibility.
- 4.2 Progression between grades will require the achievement of a specified qualifications and / or experience and competencies, as set out in the Services competency framework.

4.3 Provide training and support peers and colleagues on any areas of specialist knowledge.

5. General Accountabilities

5.1 To undertake work commensurate with the grading of the post to support the specific needs of individual service areas.

5.2 Work in compliance with the Codes of Conduct, regulations and policies of the Borough Council, and ensure that all mandatory training is undertaken.

5.3 To model and promote good equalities practice and value diversity across the service and wider organisation.

5.4 Ensure that output and quality of work is of a high standard and complies with all current legislation and financial standards.

Context and Dimensions:

Financial responsibilities:

This role has no direct budget accountability.

Management responsibilities:

Deputising the Finance Manager as and when required.

PERSON SPECIFICATION

Qualifications:	E or D	S / T or I
1. Association of Accounting Technician (AAT) Professional Diploma in Accounting (Level 4), Part Qualified Accountant or equivalent qualification.	E	S
Knowledge and Experience:		
2. Experience of working within a finance team, providing support to budget managers and customers in a finance advisory capacity in relation to budget setting and in year financial monitoring.	E	S
3. Knowledge and exposure to financial systems, processes, legislation and the correct application of accounting principles.	E	S
4. Experienced in use of spreadsheets, including use of functions and tools, and the use of financial ledger software.	E	S
5. Experience of working with a variety of stakeholders (customers/ colleagues / team members) in a finance role.	D	I
Aptitudes, Skills and Competencies:		
6. Ability to identify financial issues that will require discussion or challenge and support the budget holders and finance support staff to develop solutions or actions to mitigate the issue where possible.	D	I
7. Ability to support Service Managers with the provision of professional finance advice and recommendations through appropriate application of accounting standards and skills using complex financial modelling.	D	I
8. Able to communicate effectively both verbally and textually to establish effective working relationships with colleagues and customers at a variety of levels within the organisation. Showing appropriate levels of confidentiality and sensitivity.	E	I
9. Ability to work flexibly and in challenging situations to respond to urgent demands to meet the service area and wider organisational objectives.	E	I
	D	I

<p>10. Able to prioritise, show initiative and organise own workload effectively without direct supervision to meet reporting timescales.</p> <p>11. Have a working knowledge of Microsoft office applications or equivalent including the following: email (outlook or equivalent), word processing (word or equivalent), spreadsheets (excel or equivalent) using the internet (internet explorer or equivalent) Have a willingness to learn new applications and technology as appropriate.</p>	E	S
<p>Special Conditions of Recruitment:</p>		
<p>12. A willingness to undertake an approved and directed course of study towards achievement of a specified qualification, experience and other competencies, as set out in the Service's competency framework.</p>	E	I

Version History:	Person
1. Version created on 19/05/23	N Potter
2. Updated 31/05/23	K Chequer