

Competency Framework – Senior Accounting Technician (SAT) - Finance

	SAT - Newly Qualified	SAT – Qualified	SAT - Experienced
Qualification Level	<p>Competence Framework Grade?</p> <p>Newly qualified Association of Accounting Technician (AAT) Professional Diploma in Accounting (Level 4) or equivalent qualification</p>	<p>Competence Framework Grade?</p> <p>Newly qualified Association of Accounting Technician (AAT) Professional Diploma in Accounting (Level 4), part qualified accountant or equivalent qualification</p>	<p>Competence Framework Grade?</p> <p>Qualified Association of Accounting Technician (AAT) Professional Diploma in Accounting (Level 4), part qualified accountant or equivalent qualification</p>

Competency Level	<p>Experience of working within a finance team.</p> <p>Experience of working with a variety of stakeholders (customers/ colleagues / team members) in a finance role.</p> <p>The identification of routine financial issues and making a judgement as to whether issues need to be escalated to Finance Managers or Heads of Finance.</p> <p>Ability to work independently and be able to organise own work, with minimal support from the Finance Manager.</p> <p>A basic understanding and application of accounting principles, being able to identify when further support is required.</p> <p>Competent in the use of spreadsheets and financial ledger software to support financial analysis and reporting.</p> <p>Experience extracting financial data from financial systems or using other tools such as Excel for the purposes of financial monitoring and reporting.</p>	<p>Experience of working with and providing support to budget managers and/or clients in a finance advisory capacity.</p> <p>Relevant experience demonstrating general knowledge of finance.</p> <p>Experience of preparing budgets.</p> <p>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.</p> <p>Ability to make a judgement as to when issues need to be escalated to Finance Managers or Heads of Finance.</p> <p>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.</p> <p>Ability to apply accounting principles correctly.</p> <p>Experience working with a variety of stakeholders including budget managers and external partners.</p>	<p>Significant post qualification experience working successfully in equivalent roles.</p> <p>Considerable experience of supporting budget managers in budget setting and in year monitoring.</p> <p>Extensive experience of local authority revenue and capital budgetary monitoring and control.</p> <p>Ability to identify more complex financial issues that will require discussion or challenge and supporting the budget holders to develop solutions or actions to mitigate the issues 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.</p> <p>Take responsibility for day to day decision making in relation to their role including managing competing demands and seek clarification as necessary.</p> <p>Correct application of accounting principles and complex financial modelling.</p> <p>Able to effectively prioritise work to in the event of competing demands.</p>
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