

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Part Time Accounting Technician (Job share)

REFERENCE NO: RES250

SALARY SCALE: Scale 6 (scp 21-24) £32,115 to £34,314 per annum pro rata

HOURS OF WORK: 18.5 hours per week
Wednesday afternoon, all day Thursday and Friday

POST NO: E47

SERVICE AREA: Financial Services

RESPONSIBLE TO: Senior Accountant

RESPONSIBLE FOR: -

JOB PURPOSE: To provide support and assistance to the Senior Accountant on budgets and final accounts and be responsible for costing and stores.

KEY RESULT AREAS:

- Assist in budgeting and budget monitoring for Policy & Finance Committee and Planning & Development Committee.
- Assist in the final accounts process for Policy & Finance Committee and Planning & Development Committee.
- Assist the senior accountant on the daily cash flow and temporary investments of surplus funds on the corporate banking system.
- Administration and monitoring of stores system, including the costing and control of vehicle fuel.
- Monthly and quarterly reconciliation of council tax, business rates, housing benefit payments, planning fees, building regulations, licensing, land charges and car park income to the accounting system.
- Responsible for costing, on a weekly basis, all work carried out by the grounds maintenance service and recharging the relevant service areas.
- Assist in the administration of various grant assistance under the Policy and Finance Committee.

- Reconciliation and payment of income tax and national insurance to HM Revenue and Customs and superannuation to Lancashire County Council.
- Administration of capital timesheets and the calculation of oncosted hourly rates for internal use.
- Administration and monitoring of corporate utility charges.
- Administration of council fleet vehicle records.
- Calculations and allocation of postage costs across council services.
- Calculation and administration of rechargeable works.
- Updating of the Financial Services pages on the council's website and intranet.
- Coordination of the annual review of all Council fees and charges.
- Assisting senior accountants with other budgeting and monitoring duties as and when required.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies, including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed

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Date

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Name (Print)

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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Educated to GCSE level, with a good standard of numeracy and literacy, i.e. Maths and English at grade 4 (old grade C) or above.		Application Form/ Interview
Association of Accounting Technician (AAT) qualification.		Application Form/ Interview
Experience		
Experience of working in a finance related role.		Application Form/ Interview
Experience of computerised financial accounting systems.		Application Form/ Interview
	Experience of working in a finance related role within a local authority.	Application Form/ Interview
	Experience of budgeting and final accounts procedures.	Application Form/ Interview
	Experience of working with stores systems and costing processes.	Application Form/ Interview
Skills/Knowledge		
Computer literate.		Application Form/ Interview
Excellent Microsoft EXCEL skills in the production spreadsheets and in the manipulation financial data.		Application Form/ Interview
	Knowledge of CIVICA Financials software.	Application Form/ Interview
	Experience of carrying out detailed system reconciliations.	Application Form/ Interview
	Experience of reporting software such as Business Objects.	Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Self motivated and ability to show due professional care.		Application Form/ Interview
Good communication and interpersonal skills.		Application Form/ Interview
Ability to work on own initiative.		Application Form/ Interview
Ability to work as part of a team.		Application Form/ Interview
Willingness to be flexible and provide cover within the team.		Application Form/ Interview
	Adaptability to changing work practices.	Application Form/ Interview