

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

<b>JOB TITLE:</b>	Part Time Senior Accountant
<b>REFERENCE NO:</b>	RES261
<b>SALARY SCALE:</b>	PO6-9 (scp 36-39) £45,718 to £48,710 per annum pro rata
<b>HOURS OF WORK:</b>	18.5 Hours Per Week Wednesday afternoons, Thursday and Friday all day
<b>POST NO:</b>	E187
<b>SERVICE AREA:</b>	Accountancy Section
<b>RESPONSIBLE TO:</b>	Head of Financial Services
<b>RESPONSIBLE FOR:</b>	Accounting Technician and Part Time Procurement Assistant
<b>JOB PURPOSE:</b>	Preparation and monitoring of revenue budgets and final accounts for a range of services. Responsibility for advising and assisting on the procurement activities of the council.

## KEY RESULT AREAS:

- Responsible for analysing service costs and income trends, financial commitments and obligations in order to prepare the revenue budgets and closure of the final accounts for Community Services Committee and Economic Development Committee.
- Report to the corporate management team and elected members on the financial performance of services compared to budgeted costs and income.
- Responsible for the completion of statistical information in respect of Community Committee for the CIPFA statistical information service. Responsible for the completion and submission of grant claim forms for relevant services of the committee.
- Liaise with and provide financial advice and training on the financial ledger system to directors, Heads of Service and budget holders.
- Responsible for overseeing the completion of the Council's monthly VAT return.
- Responsible for overseeing the completion of the reconciliation of Council bank accounts on a monthly basis.
- Responsible for the system administration of the Civica Financials Authority Purchasing system.

- Responsible for collating and analysing financial information on the Council's procurement activities.
- Responsible for assisting and advising service departments in the undertaking of tendering and other procurement activities.
- Responsible for the supervision and training of an accounting technician and part time procurement assistant.
- Responsible for monitoring and developing the costing systems for general stores, the works administration, garage services, and grounds maintenance services.
- Assist in the review of the Council's Contract Procedure Rules, Procurement Policy and Procurement Strategy.
- Represent the Director of Resources at inter-departmental working groups.
- Monitoring and reconciliation of all Community Services Committee and Economic Development Committee suspense accounts.
- 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
<b>Qualifications</b>		
Member of CPFA or other CCAB.		Application Form
A full UK Driving licence and access to a car for work purposes.		Application Form
<b>Experience</b>		
Previous experience of preparing budgets and budget monitoring.		Application Form/ Interview
Practical experience of preparation of final accounts.		Application Form/ Interview
Experience of providing regular financial management information/advice to tight deadlines.		Application Form/ Interview
Specific experience and understanding of financial and management reporting.		Application Form/ Interview
Post-qualification experience in Local Authority Finance.		Application Form/ Interview
	Experience in the supervision and training of staff.	Application Form/ Interview
	Practical experience of attending committee meetings and working groups.	Application Form/ Interview
<b>Skills/Knowledge</b>		
Excellent technical accounting and analytical skill with a high level of numeracy and eye for detail.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Skills/Knowledge</b>		
Excellent written and oral communication skills especially the ability to understand and convey detailed technical matters.		Application Form/ Interview
Excellent time management skills and the ability to prioritise work.		Application Form/ Interview
Excellent Microsoft Excel skills including using/developing complex spreadsheets for financial modelling.		Application Form/ Interview
Strong general IT skills with the ability to learn other IT packages quickly.		Application Form/ Interview
Excellent financial report writing and presentation skills.		Application Form
Knowledge on the undertaking of tendering and other procurement activities in a local government environment.		Application Form/ Interview
<b>Additional</b>		
Self-motivated and able to work independently without close supervision.		Interview
Flexible and adaptable approach.		Interview
Ability to work as part of a team.		Interview