



Job description

Job title:	Assistant Accountant
Post No:	021CEN
Grade:	Career Grade Band 7/8
Directorate:	Corporate Services
Reports to:	Senior Management Accountant

Purpose of the job

To provide a day to day accountancy service support to the Senior Management Accountant & Financial Accountant along with supporting the finance team in general financial affairs of their service.

Main areas of responsibility

Band 7

- Support Senior Accountant & Financial Accountant with day to day administration cover of budgets
- Maintain cashbook plus supporting records and reconcile to the ledger
- Maintain and reconcile the General Bank Account to supporting records
- To provide cover for the day to day treasury management arrangements
- Oversee and be the key contact for day to day Council's Insurance arrangements
- Deliver high standards of administration to ensure appropriate records are maintained
- Assist in the production of reports, data and other management information including processing monthly recharges
- Maintain and develop electronic information systems of the team including data bases and filing structures using corporate systems alongside the core finance system.

- Respond to and follow up on customer enquiries through post, phone, email and face to face in line with service standards set for the area.
- Monitor and report on information/activities relevant to the service area and provide relevant management information

Band 8

- All the above.
- To work with budget holders to set and manage part of a portfolio of budgets including the monitoring of income and expenditure, processing virements, supplementary estimates and budget reductions.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be effected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



Person specification

Developed experience of working in a financial environment for a minimum of 1 to 2 years.

Knowledge and understanding of financial procedures and practices

Qualifications – AAT; committed to studying for a CCAB or equivalent qualification, preferably CIPFA

Confident working both in a team and independently

Flexible attitude and able to work under pressure. Ability to take initiative and work autonomously within the boundaries of the role.

Self-driven and results orientated with a positive outlook and clear focus on service improvements and customer excellence

Ability to work under pressure and meet deadlines.

Commitment to team working.

Good IT Skills including:

- Competent in use of spreadsheets and word processing.
- Hands on experience of financial computerised and reporting system
- Excellent working knowledge of Microsoft Office suite applications.

Understanding of and commitment to Health and Safety legislation and guidance