



Assistant Accountant

Service area:	Finance
Reports to:	Head of Finance (with delegated supervision to Principal Finance Officers)
Responsible for:	N/A
Location:	Combination of office locations in Leek and Buxton and Agile working in line with business need
Work flexibly between various locations: Yes	
Grade:	AG5
Salary range:	SCP 20-24
Car driver:	Yes
Essential/casual:	Casual

JOB PURPOSE

This is a full-time permanent position as a Finance Technical Officer for both High Peak Borough Council (HPBC) & Staffordshire Moorlands District Council (SMDC) in the Alliance. You will be linked to several service areas to fulfil the finance support service role, which provides financial data and interpretation for budgeting, monitoring and commentary to budget holders and Member reporting.

JOB DUTIES

Scrutinise transactions for your service areas to ensure records are accurate, complete and correctly categorised within the finance ledgers, taking corrective action as required.

Provide support to services for all finance functions including purchase orders, sales ledger invoicing, and cash management.

Analyse and interpret current and historic trends to produce financial forecasts in liaison with budget holders with clear reporting narratives.

Provide a bespoke finance support service according to the needs of the service which can vary according to budget significance, capacities, and income and expenditure volumes.

Review of budget requirements in line with the Medium Term Financial Planning timetable including changes to expenditure and income budgets.

Adopt administrative functions in various systems, including the cash management and finance systems, which will include daily deadline driven tasks. Also work as part of a project team during system changes and upgrades.

Ownership and responsibility to meet deadlines agreed in the team planner, using organisational tools to balance priorities.

Perform Closure of Accounts tasks as allocated to contribute to the production of the Statement of Accounts and provide information as requested by External Audit.

Perform control reconciliations between the Finance system, Cash management system and service systems (e.g. Council Tax, Business Rates Benefits, Housing) to demonstrate robust controls, identified and resolving any reconciliation items founds.

Support on collation of leaseholder and tenant service charges.

Extracting financial data to fulfil transparency requirements and Freedom of Information requests.

Other Finance Technical Officer duties as directed from time to time by the Head of Finance, working collaboratively within the Finance Team to maintain the efficient and effective running of the service.

CORPORATE RESPONSIBILITIES

Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.

Promote both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.

Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.

Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.

Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.

Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.

Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.

Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.

Be committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults.

Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager
Working Conditions	Office based and Agile working in accordance with business need
Resources Staff/Finance	n/a
Physical	Working to planned priorities
DBS	No