

## ROLE PROFILE

<b>Job family</b>	<b>Organisational Support</b>	<b>Role profile number</b>	<b>OS08-0985</b>	<b>Grade H</b>
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**Job purpose:** Provide advice on a range of service specific initiatives (projects/workstreams/service improvements/service review etc) to enable the successful delivery of services

Grade H posts will be required to undertake research and analyse information to provide recommendations to both internal and external stakeholders. Grade H posts are higher in 'Contacts & Relationships' and 'Creativity & Innovation' with increased impact from decisions made. This level of post is common across the organisation as an entry level post within the field where postholders will be working towards a relevant professional qualification.

<b>Factor</b>	<b>Relevant Job Information</b>
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	HNC or NVQ level 4 in relevant profession, or equivalent experience/skills. May be part qualified of a higher level relevant professional qualification ITQ 2 or equivalent ICT skills and abilities.
Knowledge and Skills	High level of relevant and practical experience acquired on the job. An advanced understanding of relevant procedures and working practices. Advanced knowledge of specialist function relevant to service area. Excellent ICT skills including use of Microsoft applications and specialist systems Experience in showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion. Ability to interpret and analyse statistical and numerical data, drawing conclusions from the data to inform decision making. Good organisational skills and the ability to prioritise workloads and achieve deadlines. Budget monitoring/ financial processing at an appropriate level for the role. Ability to produce business focussed, user friendly reports, policy and project documents where appropriate.
Creativity and Innovation	Creativity and innovation is a feature of the job along with ability to interpret general guidelines to resolve issues. Research and analysis of information to highlight and prioritise issues for further investigation, recommending solutions. Work on own initiative to manage own activities and contribute to longer term activities / plans. Research and resolve problems, provide advice and guidance on processes and procedures. Participate in the research and development of systems, policies, procedures and / or standards within specialist area. Devise, create, maintain and manipulate data management systems. Analyse standard data and provide reports to customers, team members and managers with recommendations. Carry out research for projects from a range of sources as directed by the line manager or other team members.
Contacts and Relationships	Providing more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Involves supporting or guiding colleagues / customers / stakeholders on issues relevant to the service area. Deal with people at all levels confidently, sensitively and diplomatically. Be first point of contact on a range of queries from internal / external customers, will be dealing with challenging situations where influence could be required. Liaise, communicate and build relationships with customers and other council contacts. Liaise with and/or advise senior members of staff regarding service issues, problems and processes.
Decisions –	Decisions are made based on a range of established practices.

Discretion & Consequences	The consequences of the decisions will have a material effect on the service. Work is carried out following the framework of accessible guidelines and processes.
Resources	Little or no responsibility for physical or financial resources.
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities.
Work Environment	Office based, but may involve some travelling to other council buildings.
Our Identity	<a href="#">Our Identity</a> sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire. All of us are expected to demonstrate the elements of <a href="#">Our Identity</a> in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via <a href="#">the whistleblowing policy</a> .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

## ROLE DESCRIPTION

<b>Role description:</b>	Accounting Technician	
<b>Role profile family:</b>	Organisational Support	
<b>Role profile number and grade:</b>	OS08-0985	Grade H
<b>Number of posts:</b>	12	
<b>Service/Team:</b>	Finance	
<b>Reports to:</b>	Head of Finance / Chief Accountant	

### Job Family overview

#### Organisational support job family overview:

Delivery of services to support the Council and its partners in longer term; corporate compliance, contracting, planning, performance, policy and strategy.

- Focus on the business and service infrastructure of the Council and its partners to ensure effective management and proper compliance
- Advice and services rendered will generally be accepted as authoritative and recommended practice
- Specialist area and/or management knowledge
- Understanding area concepts and plans
- Defining implications of external influences and trends
- Shaping of Council responses including service plans/strategies & policies
- Definition & management of strategic planning processes
- Monitoring and reporting of performance

### Service / function Context

The overall responsibilities of the service/function are:

- Providing the right financial information to decision makers within the council that ensure the council remains in budget, lives within future funding and can demonstrate best value
- Providing accounting support to services and on major project teams through financial analysis and option appraisal
- Responsible for the maintenance and development of the council's financial records and the resultant production of the council's statement of accounts, budget monitoring and setting, and government returns, ensuring that all decisions are taken in the light of available funds and within the council's financial procedures

## Job Purpose

To prepare robust, timely and accurate financial monitoring or budgetary information, as well as supporting the preparation of financial accounts, budget preparation, etc

To provide quality financial information to managers within Service Departments, colleagues and managers within the Finance Team and Shared Services, Internal and External Auditors, and Government Departments.

Completion of statutory returns for submission to Government Departments within set (statutory) timescales

To evaluate and advise on future resource requirements to meet financial needs

Specific duties and responsibilities include:

- Develop and promote a customer service culture with the emphasis on meeting the needs of the customer.
- Budget Monitoring – To be responsible for the compilation and analysis of regular financial reports in respect of specific service areas using the Council's financial management systems which are used to inform budget managers, and assist budget managers to understand the reports to enable accurate financial forecasting.
- Working with budget managers, heads of Finance and Principal Accountants to resolve queries and variances. This includes preparation of financial reports, making projections of expenditure, meeting with managers to develop projections and resolve queries, and to advise on potential ways forward to resolve variances
- Budget Preparation – to prepare detailed budgets for specific services. This includes working within the Corporate budgeting timetable, applying inflation and other assumptions, calculating budget requirements for staffing and other areas, meeting with budget managers to discuss requirements and cost pressures
- Accounts Closure – working in accordance with corporate and statutory timetables, providing technical advice to admin and finance staff across service departments, applying appropriate accounting conventions to income and expenditure to ensure it is correctly accounted for, and provision of information for the Statement of Accounts and Audit Pack. Supervision of Admin & Finance Assistants in routine journal processing for accruals accounting at the year end. This will also include liaison with Auditors and preparing information for partner organisations.
- Completion of statutory returns and grant claims – to take a lead role in the completion of specific statutory returns and grant claims. This includes gathering information (financial and activity), completion of the return, preparation of working papers and dealing with data checking issues with the government departments
- To work with the Principal Accountant in finalising and reconciling returns and claims. Liaises with external auditors on grant claims.
- To develop improved management information including finance and performance data.
- Interprets financial information for non financial managers and provides technical advice in a way that can be understood and implemented by budget managers as well as finance and admin staff.
- To take responsibility for specific pieces of finance work within the team for example costing of proposals for managers, gathering of information for the setting of trading prices, etc.
- Project Teams – the post holder will provide input to project teams through the completion of specific tasks.
- To prepare financial modelling information for budget managers to use in reviewing spending and

funding plans with contractual and other financial liabilities including government grant requirements

- Must be able to respond to ad hoc information requests – determining the best use of available information sources and designing and presenting data in a format that is easily understandable by non financial managers. This will involve creating and designing spreadsheets at an advanced level and producing appropriate written reports
- Design and implementation of processes to stream line working practices.

## Person Specification

Specific qualifications, knowledge, and skills required for this role:

### Essential

- Qualified Accounting Technician (AAT) or part qualified with relevant and appropriate experience
- An appreciation of the role of the Council in providing public services
- An understanding of budget preparation, monitoring and accounts closure
- Excellent IT skills – particularly Excel
- Good communication skills and the ability to explain financial processes in a clear and concise manner.
- Analytical mind and excellent numeracy skills
- Ability to work on own initiative
- Ability to work under pressure to meet deadlines and quality standards
- Self motivated
- High level of commitment and enthusiasm
- Good team player
- Displays a commitment to the protection and safeguarding of children and young people
- Commitment to the delivery of customer focussed services

### Desirable

- At least 2 years accounting experience
- Experience of local government finance

## Supporting information

Driving classification	
<b>Occasional driver</b> A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	<input checked="" type="checkbox"/>
<b>Regular Driver</b> Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.	<input type="checkbox"/>
<b>Required Driver</b> Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	<input type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

Driving trigger points			
The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.			
If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or as a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the	<input type="checkbox"/>

impression they are advocating support for a political party	
This role is not politically restricted	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check	<input type="checkbox"/>
The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 2*</b> . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 3*</b> (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to “secret” level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	<input type="checkbox"/>
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input checked="" type="checkbox"/>