

# WARWICK DISTRICT COUNCIL

## JOB DESCRIPTION

**SERVICE AREA:** FINANCE

**JOB TITLE:** ASSISTANT ACCOUNTANT

**JOB NUMBER:** F02/100

**DATE RECEIVED:** 27TH NOVEMBER 2007

### 1. **PURPOSE OF YOUR JOB**

(Give one statement explaining the job's overall objectives)

To assist in the provision of a comprehensive accountancy service for a range of Business Units within the Council and to assist the Principal Accountants with their responsibilities.

### 2. **PRINCIPAL ACCOUNTABILITIES**

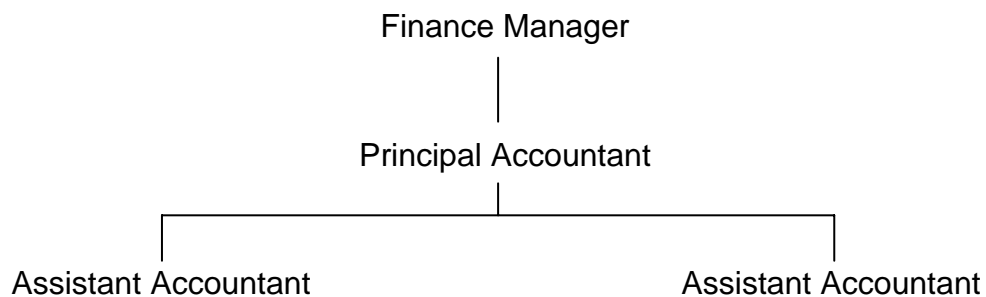
### **PERCENTAGE**

1	Ensure that the relevant financial and non financial information is supplied to a range of business units in accordance with agreed timetables and prepare detailed fees and charges and estimates reports under the direction of a Principal Accountant.	15
2	Undertake a key role in the final accounts process, ensuring the integrity and accuracy of the information provided. Working within the final accounts timetable to meet deadlines. Working with business units and supported by a Principal Accountant as appropriate.	15
3	Responsibility for preparing other estimates and accounting for a range of budget heads that do not follow departmental lines e.g. insurances, NNDR, support service recharges.	10
4	Assist in maintaining the integrity of the General Ledger by ensuring that budgets, descriptions and codes are up to date and that accounts are reconciled and cleared when appropriate.	5
5	Prepare monthly financial statements for managers. Monitor actual income and expenditure and assist manager's forecast for the end of year position. Advise budget managers of possible under/over spending and work with them to resolve variances, undertaking further investigations as necessary This includes assisting in the preparation of monthly monitoring reports for CMT and Executive, based on information received from Managers, adhering to timescales agreed by the Corporate Management Team.	25
6	Prepare financial information and give advice to business units and the Head of Finance/Strategic Finance Manager/ Financial Services Manager in relation to special projects. Attend departmental management meetings and report on financial matters as and when required.	10
7	Document systems and tasks as and when required and train finance and non finance staff in order that they can carry out their financial	5

	responsibilities as outlines In the Code of Financial Practice.	
8	Remain up to date with regard to financial requirements and arrangements and advise managers of all relevant changes interpreting new guidance to enable a full understanding by staff.	5
9	Completion of various statistical returns and grant claims in an accurate and timely manner in order to ensure that the Council complies with its obligations, both statutory and non statutory.	10

### 3. ORGANISATION

- (a) Draw an organisation chart that shows clearly your job, your immediate supervisor, his/her supervisor, colleagues who also report to your supervisor and your subordinates, giving full titles.



- (b) Briefly describe the major responsibilities of your immediate subordinates and explain how you supervise them e.g. day to day contact, weekly meeting, control procedures.
- (c) Briefly describe the nature of the reporting relationship which exists between yourself, your immediate Boss and, if applicable, the Committee/Chief Executive/Chief Officer to whom you are accountable.
- Reports regularly to a Principal Accountant and Finance Manager upon Finance matters.
  - Report to a Principal Accountant with daily informal discussions and the use of the Council's Performance and Management Development Scheme to obtain guidance and formalise priorities.
  - To receive and give feedback from Senior Officer meetings, Corporate issues as part of regular team briefings

### 4. DIMENSIONS

Quote figures which give a picture of your job as follows:

(a)	Council Tax and NNDR Income -	£95 M (check)
	Investments - Turnover -	£299 M
	- Average Balance -	£30 M
	Annual Investment Interest Earned -	£1.5M
	Capital Programme	
	- General Fund -	£6.7 M
	- Housing -	£7.1 M
	Number of Capital Schemes	95
	Accounts with budgets:	
	General Fund	2900
	HRA	284
	Balance sheets/Capital etc	110
	Number of Cost Centers:	
	General Fund	327
	HRA	58
	Capital	106
	Number of Budget managers:	
	General Fund	50
	HRA	5
	Capital	35
	Number of Returns	140
	Service Areas (monitoring returns)	21

## 5. **JOB CONTEXT**

The purpose of this section is to aid understanding of your job by setting it in its proper context. Describe:

- (a) Key features of the Council's policy/local environment which affect the services for which you are responsible.
  - (b) How your job relates to the work of other officers, groups, committees, general public, etc. both within and outside the Council.
- (a)
    - i) The correct management of the Council's finances has a significant impact on the Council's budget therefore, on the ability of the Council to achieve its Corporate Strategy.
    - ii) The Council's budget is an expression of the Council's commitment to its Corporate Strategy. Monitoring of the budget provides Councillors with the means of measuring whether its Corporate goals are being achieved.
  - (b)
    - i) As a Finance Assistant the post holder is responsible for advising

Business Units on how to achieve targets within the units Service plan This involves contact and working with senior officers including Heads of Business Units.

- ii) The post holder is responsible for the production of monthly monitoring reports which play an important part in ensuring the Council's financial integrity and involves contact with senior officers and Heads of Business Units and Directors.

## 6. SCOPE FOR IMPACT

(Describe the impact of your work giving two or three examples of past actions or future intentions which will amplify the understanding of your accountabilities).

- (a) Financial Management is about ensuring the proper use of the Council's financial resources. It is important that the best use is made of the Council's limited resources. Every £59,000 of expenditure is the equivalent of £1 on the council Tax.
- (b) The annual Use of Resources Assessment judges the Council's performance in managing its resources. All aspects of work carried out within Finance are duly considered. It is therefore important that all work is professionally carried out so as to meet the needs of the Council whilst complying with all statutory requirements.
- (b) Not monitoring the Council's finances effectively could lead to potential overspendings or at the very least the Council not utilizing its financial resources efficiently. e.g. A significant overspending on a project financed from external contributions could lead to the Council having to commit its own resources and thereby, reducing the amount available for other projects which would contribute to the Council's Corporate Strategy.

## 7. CHALLENGES

(Describe the most difficult, complex or challenging part of your job and explain why)

- (a) Understanding of accounting principles in relation to the Council's finances, so the Council fulfills its statutory duties.
- (b) Developing working relationships with Business Units and advising them on financial matters. This requires diplomacy and an ability to discuss finance matters to non-finance staff.
- (c) Responding to the needs of managers, whilst working within the Council's overall financial framework. It will be necessary to understand their requirements, and at the same time make sure that their practices comply with the corporate financial framework.

To work within tight deadlines. Many of the functions are driven by statutory or Council deadlines which cannot be slipped.

- (d) Developing new financial arrangements for projects and for changes in the Council.

(e) Assisting with the maintenance of the General Ledger and subsidiary accounting systems.

(f) There are a range of specializations within Finance and the post holder will be expected to take a lead in one or more of these. These areas include;

Treasury management.

VAT.

Grants to voluntary organisation.

NNDR Discretionary Rate Relief.

## **8. KNOWLEDGE AND EXPERIENCE**

What education, qualifications, training and experience are necessary to enable you to perform your job fully and effectively. Note that this information should relate to the minimum qualifications etc. required for the job and may not be the same as your own qualifications etc.

- Member of AAT (or equivalent) with 2 years post qualification experience in the Public Sector.
- Evidence of practical experience of Financial Management practices in Local Government.
- Evidence of practical experience of the principles of Local Authority Accounting.
- Demonstrate competence in the use of computer based financial management systems
- Demonstrate competence in the design and use of spreadsheets.
- A high level of interpersonal and negotiating skills with the ability to communicate effectively.

## **9. ADDITIONAL INFORMATION**

Briefly explain any aspects of your job which you think have not been adequately covered in previous sections and which you feel are important in understanding your various duties. Include also any temporary features.

- Cover for Principal Accountant and other staff
- Membership of various inter business unit working parties
- Liaison with External Auditors and other external inspectors over issues including the verification of grant claims and the approval of the final accounts.

It is possible that the post holder could be required to work in other areas of the Finance Department or other business units for short periods.

## **10. APPROVAL**

**SIGNED** .....  
**POSTHOLDER**

.....  
**HEAD OF BUSINESS UNIT  
(OR NOMINEE)**

**DATE** .....

**DATE** .....