

SUPPORTING INFORMATION FOR THE POST OF

ACCOUNTANT - Temporary

March 2019

ACCOUNTANT - Temporary

FINANCIAL SERVICES

Up to £28,221 per annum (*subject to outcome of JE*)
(Based on professional qualification and post qualification experience)
Temporary Contract to March 2021 (then reviewed)

Are you looking for a job that offers a challenge? Would you like to join a small team that operates at the heart of the authority and is recognised for delivering sound financial management helping the Council to continue to deliver high quality services to the citizens of North Kesteven? If so, this may be the opportunity for you.

North Kesteven District Council have an exceptional and exciting opportunity within their financial services team.

This is a varied role requiring an inspirational and dynamic individual who is keen to develop within a forward thinking environment.

Part of a customer focused team delivering appropriate levels of financial support, you will play a key role in a variety of financial activities including;

- the closedown of the Councils Accounts
- production of the Statement of Accounts
- provision of timely and accurate financial information
- advice to Council members and officers
- assist in the production of budgets and statutory returns

You will be expected to contribute to service improvement projects bringing about greater efficiency in delivering the required services.

This role requires someone who holds the AAT qualification or is working towards a professional accountancy qualification with at least one years relevant experience in a local government finance environment. Also a high level of computer literacy in Microsoft office and financial management systems is essential together with the ability to communicate financial information clearly.

For further details, please visit our website www.n-kesteven.gov.uk

The closing date for applications is 22nd April 2019
Interviews will be held week commencing 13th May 2019

Dear Applicant

Vacant Post: Accountant - Temporary

Thank you for your interest in the above post.

The post will be based in the Finance and Resources Division.

I enclose an application pack, which includes: application form, job description and person specification.

Please ensure that you complete all sections of the application form fully. CVs are not accepted. When filling in your application form, please study the person specification carefully. If you do not demonstrate on the form that you fulfil the criteria for the position, you are unlikely to be successful in your application.

**The closing date for applications is 22nd April 2019.
Interviews will be held week commencing 13th May 2019**

Thank you for applying for the post.

Yours sincerely,

Kim Bollons
HR Assistant

**NORTH KESTEVEN DISTRICT COUNCIL
JOB DESCRIPTION**

1. **DIRECTORATE:** CHIEF EXECUTIVE
2. **DIVISION:** FINANCE AND RESOURCES
3. **POST TITLE:** ACCOUNTANT
4. **POST NO:**
5. **POST GRADE:** 9 (subject to Job Evaluation)
6. **ALLOWANCES:** Private Health Scheme
Professional Subscription
7. **JOB PURPOSE:** To assist the Senior Accountant in the provision of timely and accurate financial information and advice to the Council's Members and Officers, and to assist in the production of Budgets, Statement of Accounts and statutory returns.
8. **REPORTS TO:** Senior Accountant
Strategic Finance Manager
9. **PRINCIPAL RESPONSIBILITIES:**
 - Responsibility for the preparation, monitoring, reporting and closure of revenue, capital and HRA budgets as directed by the Senior Accountant.
 - Assist in monthly closedown/ monitoring and the annual production of the Council's final accounts.
 - Assist in the production of the Council's Statement of Accounts.
 - Responsibility for the preparation, monitoring, reporting and closure of various ledger accounts, including those for various entities where NKDC acts as the accountable body as directed by the Senior Accountant.
 - Prepare information for the setting of council tax and rent levels and to assist town and parish councils with their precepts.
 - To assist in Treasury Management, banking, and Asset Management activities (including capital charges,

leasing charges and lending & borrowing and cash flow operations).

- Assist in the provision of VAT advice and claims handling for the Council.
- To assist budget managers in driving through financial efficiencies and compliance with financial regulations through timely and effective budget monitoring and through the Council's efficiency programmes.
- To provide financial advice and information for Members and Officers.
- To liaise with departments and produce financial information as necessary for Shared Services and efficiency savings.
- To assist in the production of the annual budget information.
- Co-ordination and completion of RO, RA, grant, capital receipts and statistical returns to Government departments and external bodies.
- To co-ordinate the production of information for financial performance indicators.
- Provision of financial advice to budget holders and non-finance personnel throughout the Council.
- To assist in the delivery of training on accountancy software for budget managers/officers.
- Responsibility for the maintenance of the accountancy area of the Council's website.
- To assist with Capital Accounting duties, including maintenance of the Council's Asset Register.
- To calculate and allocate to service departments, the costs of major expenditure areas (e.g. NNDR, insurance, health care, capital charges, graphics, typing, reprographics, catering, general labour, offices, IT, financial services).

- Reserves monitoring and reporting including monitoring and report section 106 monies.
- The Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expect all their entire staff to share this commitment. All staff working for the Council who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.
- To undertake any other duties that are equal/similar to the responsibility level and grade of the post as may be determined by the Strategic Finance Manager.

PERSON SPECIFICATION

Post title: Accountant

Post No:

Division: Finance and Resources

Grade: 9 (Subject to Job Evaluation)

Date: March 2019

E = ESSENTIAL, D = DESIRABLE (Weighting 1 to 3, 3 being highest) for applicants to meet relevant standard

SELECTION CRITERIA

CRITERIA	STANDARD	E/D & W	MEASURED BY
A. Work experience	1. Experience of working in a financial environment	E	Application Form/ Interview
	2. Local Government finance experience	E	
B. Knowledge	1. A good working knowledge of technical local authority financial codes and regulations.	E	Application Form/ Interview
C. General skills	1. Professional approach with a high degree of customer care.	E	Application Form/ Interview/ Test
	2. Excellent communication skills.	E	
	3. Sound interpersonal and people skills.	E	
D. Specific skills	1. Computer literate (eg word, excel, powerpoint and use of financial management systems).	E	Application Form / Interview / Test
	2. An excellent standard of ICT skills, particularly around Microsoft applications and internet solutions.	E	
	3. Experience of calculating and/or monitoring budgets.	E	
	4. Experience of reconciling financial data.	E	
	5. Ability to analyse and interpret financial data and communicate in an effective way to non financial officers.	D3	
	6. Final accounts and statement of		

	<p>accounts production.</p> <p>7. Experience of completing Government/Statistical returns.</p> <p>8. Knowledge and interpretation of VAT.</p>	<p>D2</p> <p>D1</p> <p>D1</p>	
E. Qualifications	<p>1. GCSE or equivalent including maths and English.</p> <p>2. AAT or equivalent.</p> <p>3. CIPFA (CCAB or equivalent)</p>	<p>E</p> <p>E</p> <p>D2</p>	Application Form
F. Team work	<p>1. Ability to work as part of a team as well as on own initiative.</p>	<p>E</p>	Application Form/ Interview/ Test
G. Attitude	<p>1. Conscientious and professional approach to work with an aptitude for working in a diverse environment with specific deadlines and competing demands.</p> <p>2. Creative, analytical and problem solving approach.</p>	<p>E</p> <p>D3</p>	Application Form/ Interview/ Test
H. Equal Opportunities	<p>1. To have a general awareness of equal opportunities issues and how they would impact on the role</p>	<p>E</p>	Application Form/ Interview
I. Special circumstances	<p>1. Flexible approach to working hours in order to meet deadlines.</p>	<p>E</p>	Interview
J. Other			

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Accountant - Temporary

A copy of the job description is enclosed.

Salary

Up to £28,221 per annum Grade 9 (subject to JE). The successful candidate will be placed subject to Professional Finance qualifications and experience.

Hours of Work

The hours of work are 37 per week. A scheme of flexible working hours is in operation whereby, within prescribed limits, an individual's precise working hours are left to his/her own choosing.

Holidays

Annual holiday entitlement is 25 or 27 days dependant on grade (30 or 32 days after 5 years service in Local Government), plus a further 8 bank holidays.

Sickness

Subject to certain qualifying criteria, you will receive your normal pay when you are off sick.

Pension

This is a Local Government Pension Scheme.

Other Benefits

Payment of one professional fee.
Entitlement to join the Council's health scheme.

The closing date for applications is Wednesday 22nd April 2019
Interviews will be held week commencing 13th May 2019