Accountancy Assistant

Permanent - Full-time (37 Hours)

Grade A2-B2 - £27,274 to £34,811 per annum

North Kesteven District Council is seeking an inspirational and hardworking individual who is keen to develop within a forward thinking Finance Team. This post puts you at the heart of a busy and dynamic department which supports the delivery of high-quality services to the citizens of North Kesteven.

Job Requirements:

- GCSEs including Mathematics and English (minimum Grade 4/C) or equivalent.
- A willingness to undertake AAT training, where applicable
- Familiarity with standard Microsoft Office software packages.
- Pro-active approach and able to work under your own initiative, as well as contributing to wider team objectives.
- Good interpersonal skills – able to communicate in a friendly, open and constructive manner.

Key Responsibilities:

- Assisting in the closedown of the Councils Accounts.
- Assisting in the production of the Statement of Accounts.
- The provision of timely and accurate financial information.
- Providing Financial advice to Council officers.
- Assisting in the production of budgets and statutory returns.
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Key Attributes:

- Be creative with good attention to detail.
- Strong numerical and language skills.
- A highly organised, confident and conscientious person.

You will be required to apply a high level of attention to detail, concentration, focus and conscientiousness when carrying out this role, to support the delivery of the Finance function at a technical level and show an appreciation of the contribution local government can make to the welfare of the people living, working, and visiting the district. If you feel you have what it takes to thrive in this environment, this could be the role for you.

If you would like an informal chat about this post, please call Nichola Keetley, Strategic Finance Manager on 01529 308369

To complete an application form and further details, please visit our website www.n-kesteven.gov.uk

The closing date for all applications is **6 December 2026**
The interview date will be **15 December 2026**

North Kesteven
DISTRICT COUNCIL

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Flexible Working

Depending on the needs of your role, we will consider requests for flexible working for whatever reason you should need it. We recognise flexible working will not look the same for everyone, because it depends on the nature of the role and the needs of the individual.

Types of flexibility could include:

- Part-time – less than 37 hours per week
- Off-site/remote working – working from home for part of the week.
- Compressed hours usually full-time hours but over fewer days or shifts.
- Staggered hours having different start and finish times.
- Set shift patterns to allow for predictability.

Mandatory Job requirements

- As this is a career graded role, professional training with the Association of Accounting Technicians will be provided.

Does this job require:

Enhanced DBS Check	No
Standard DBS Check	Yes
Basic DBS Check	No
Driving licence	No
A car available for work	No

North Kesteven
DISTRICT COUNCIL

Why join North Kesteven District Council?



Shortlisted for the local government sector's biggest accolades and recognised for our strength, stability and supportive working environment, North Kesteven District Council **is going places**.

Successful Partnerships



With a scale of ambition and achievement that belies our size, North Kesteven is widely recognised as **an effective, positive, and well-respected partner** that is future focused in regard to both the communities we serve and the colleagues who work at NKDC collaborating in successful outcomes.

Commitment to Carbon Reduction



Accelerating bold climate action aspirations, building homes at pace and to high-levels of energy-efficiency, growing capacity and confidence in the local economy, enhancing the local environment, delivering excellent services in ways that customers want them and investing heavily in advancing a District of Flourishing Communities, we draw on the talents of everyone with the team in achieving meaningful progress. With a direct thread linking every colleague's individual action directly to our overarching vision and purpose, it is as important to us that everyone sees how they contribute to and connect with our climate aspirations, as much as to our overall service delivery plans and personal wellbeing commitments

Your Wellbeing



Your wellbeing is as important to us as it is to you; with an agile working preference to facilitate a positive work-life balance, dedicated and award-winning wellbeing programme, discounted leisure access, generous healthcare and pension arrangements and a supportive culture that is championed throughout the organisation and recognised by public-sector leaders as a 'key priority' for us.

The Benefits

At North Kesteven, we pride ourselves on our benefits package. Colleagues existing benefits cover:



- Local Government Pension Scheme
- Enhanced holiday pay, increasing with time served
- Dedicated counselling services
- Free eye tests and vouchers for glass for DSE use
- A suite of fitness programmes
- Healthcare cash plan
- Cycle to Work Scheme
- Payment of professional fees
- Discount schemes
- Hybrid working

We know that we are only as good as the people that make us. We are proud of the many conscientious, committed, dedicated and determined individuals who collectively collaborate in shaping excellent, effective and efficient enhancements in the lives, fortunes and opportunities of our customers and our communities. But we're short of one person, specific to this role. If you feel it's you, please let us know how you can contribute and add something more to both what we do and what you do.



To get a sense of what we're planning over the coming years, see:
www.n-kesteven.gov.uk/NKplan
To explore what external industry assessors say about us, see:
www.n-kesteven.gov.uk/CPC2021
To share our longer-term 2030 vision, see:
www.n-kesteven.gov.uk/ourcommunitystrategy
To understand our climate approach, see:
www.n-kesteven.gov.uk/climateaction
To be informed on our strong financial position, see the finance plan at:
www.n-kesteven.gov.uk/NKplan