

## Kent County Council

### Job Description: *Accountant Level 1*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Finance Division / Revenue Finance</b>
<b>Location:</b>	<b>Maidstone</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Revenue Finance Manager</b>

#### **Purpose of the Job:**

Assist in the preparation of the annual revenue budget and monthly revenue budget monitoring statements, in accordance with all relevant legislation, KCC strategies, policies, procedures and timescales.

You will work collaboratively with other Accountants within Revenue Finance and Revenue and Tax Strategy to ensure consistency in approach to achieve best practice.

#### **Main duties and responsibilities:**

1. Provide information, advice and guidance to managers and staff on finance related policies, procedures and processes in a way that is business focussed and consistent.
2. Assist in the preparation of the Directorate Medium Term Plan (MTP) and budget statements, and the annual revenue budget book, in consultation with the relevant parties.
3. Prepare cash limit changes in a timely, compliant manner and record them accurately.
4. Assist Revenue Finance colleagues in the production of the monthly budget monitoring report to ensure it's delivered to prescribed timeframes.
5. Assist in the completion of the various revenue budget related government returns (e.g., Revenue Account (RA), and Revenue outturn (RO), and respond to Freedom of Information (FOI) and Media requests as directed.
6. Assist in the year-end process for services within your control, ensuring accounting requirements and deadlines are met.
7. Analyse data and assist in any directorate specific project work, as directed by the Revenue Finance Manager.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Accountant Level 1*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Educated to NVQ Level 4 or equivalent (e.g., AAT), and/or proven ability to deliver the requirements of the post.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working within a finance environment.</li> <li>Experience of working effectively with Heads of Service and Budget Managers (or equivalent).</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>High levels of interpersonal and communication skills, both orally and in writing, including good report-writing skills.</li> <li>The necessary tact, sensitivity, and political awareness to negotiate/work with Senior Officers, Heads of Service and Budget Managers.</li> <li>Commitment to equalities and the promotion of diversity in all aspects of working.</li> <li>Ability to maintain confidentiality.</li> <li>Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Excellent spreadsheet skills and a knowledge of the Authority's accounting system.</li> <li>Detailed knowledge of the processes for budget preparation, budget monitoring and budgetary control</li> <li>Awareness of data protection and confidentiality issues.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p>

	<p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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