

Kent County Council

Job Description: *Accounting Technician (Revenue Finance)*

Directorate:	Strategic & Corporate Services (ST)
Division:	Finance & Procurement Division / Revenue Finance Team
Grade:	KR7
Responsible to:	Revenue Finance Manager

Purpose of the Job:

Support the Principal and Senior Accountants in the preparation of statutory returns, ensuring that they comply and that deadlines are met, and in the budget preparation and budget monitoring delivery.

Support Accountants within Revenue Finance to ensure a consistency in approach to achieve best practice.

Main duties and responsibilities:

1. Support the Revenue Finance team in the preparation of the Directorate Medium Term Plan (MTP), budget statements, and the annual revenue budget book.
2. Support the Revenue Finance team by accurately recording cash limit changes to be agreed by senior members of the team in a timely, compliant manner so that budget managers hold up to date budgets.
3. Support the Revenue Finance team in the production of the monthly budget monitoring report, ensuring prescribed timeframes are met.
4. Support the Revenue Finance team in the completion of the various revenue budget related government returns (e.g. Revenue Account (RA), and Revenue Outturn (RO)), and assist in the completion of Freedom Of Information (FOI) and Media requests as directed.
5. Support the Revenue Finance team in the year-end process, ensuring accounting requirements and deadlines are met.
6. Analyse data and assist in any service specific project work as requested by the Revenue Finance Manager.

Footnote: This job description is provided to assist the job holder to know what his/her 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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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be short-listed.

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

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• GCSE in Mathematics and English grade C or above and/or• Working towards an NVQ level 3 or equivalent, and/or• Hold, or be working towards a basic, first level, professional accounting qualification (e.g. AAT) and/or• Proven ability to deliver the requirements of the post
EXPERIENCE	<ul style="list-style-type: none">• Experience of working within a finance environment• Experience of meeting regular tight deadlines
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Intermediate level Microsoft Office (specifically Excel, such as being able to summarise data, use Excel functions and learn how to use further Excel functions) skills• Ability to manipulate spreadsheets and data• Ability to prioritise own workload, work to deadlines and still maintain high quality standards• Good level of accuracy and able to spot errors• Good verbal and written communication skills• Analytical skills• Able to work as part of a team• Ability to maintain confidentiality• Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none">• Good spreadsheet skills and a knowledge of the Authority's accounting system• Understanding of accounting procedures and financial terms• Awareness of Data Protection and confidentiality issues
BEHAVIOURS AND KENT VALUES	<p>Support the Kent Values:</p> <ul style="list-style-type: none">• Open• Invite contribution and challenge• Accountability <p>by demonstrating the associated behaviours that are relevant to this role.</p>

	<p>And</p> <p>Exhibit the Finance behaviours of:</p> <ul style="list-style-type: none">• Make it Happen• Commercial Perspective• Water for Growth• Break the Barriers• Be Kind
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