

## Kent County Council

### Job Description: Budget Support Accountant

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Community Learning and Skills</b>
<b>Location:</b>	<b>Sittingbourne Head office, Unit A/B London Road / Remote Working</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Head of Finance and Funding</b>

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

Develop, implement, and maintain financial processes, procedures, and systems to ensure the proper monitoring, control and efficient use of resources while maintaining close relationships with all stakeholders. The role includes budget management, financial monitoring, financial reporting, providing advice, challenge, and support to Budget Managers to enable them to produce robust regular budget monitoring forecasts.

Provide financial expertise and advice in the preparation and monitoring of budgets and funding contracts.

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

1. Develop, implement, and maintain appropriate mechanisms to support managers to accurately prepare, monitor and control budgets to ensure compliance with KCC financial standards and guidelines.
2. Direct the process of regular monitoring of expenditure and income and prepare monthly budget monitoring statements for the Head of Finance and Funding ensuring information is consistent, timely and accurate.
3. Develop effective and efficient processes for monitoring against ESFA funding contracts to ensure that managers are advised of performance against those contracts in a timely and accurate manner.
4. Ensure service compliance with specific ESFA contract funding requirements and maintain awareness of any revisions to funding rules in order to benefit from maximum funding opportunities and swift receipt of funding.
5. Lead and instigate the year end final accounts process, supporting managers throughout the process to ensure that accounts are closed, and auditors supported in accordance with corporate deadlines and standards.
6. Provide financial advice to budget managers on financial procedures, practice, and technical matters to ensure compliance with financial regulations. Identify and recommend appropriate financial approaches in order to achieve policy changes, including cost savings, options for funding and effective use of resources.
7. Manage and motivate the Budget Support team, providing direction, allocating work and agreeing operational work plans, to support the delivery of the CLS Visions and Priorities.

*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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## Person Specification: Budget Support Accountant

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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>	Professional accounting qualification (at Level 7 for example ACCA, CIMA, CIPFA or ICAEW).
<b>EXPERIENCE</b>	<p>Proven experience in preparation of management accounts, budget preparation and forecasting and variance analysis.</p> <p>Ability to provide clear and concise reports and presentations of complex materials for senior management analysis.</p> <p>Proven management experience, including appraisal and staff development.</p>
<b>SKILLS AND ABILITIES</b>	<p>High level of ICT skills including the advanced use of Excel and MS Office. The ability to manipulate data to provide Senior Management with relevant reliable information to aid decision making.</p> <p>The ability to interpret and understand complex funding policy and guidance documentation.</p> <p>The ability to translate complicated financial information and communicate in a way relevant to the recipient, at all levels.</p> <p>Ability to challenge decisions made, to ensure and demonstrate compliance with accounting rules and funding guidance.</p> <p>Able to demonstrate a high level of personal resilience and focus to ensure the delivery of excellent services.</p> <p>High levels of interpersonal and communication skills, both orally and in writing, including good report-writing skills.</p> <p>Ability to prioritise workloads and meet the changing needs of the service.</p>
<b>KNOWLEDGE</b>	<p>Understanding of accounting principles, primarily management accounting, the accruals concept and financial analysis.</p> <p>Detailed knowledge of the processes for budget preparation, budget monitoring and budgetary control</p> <p>Awareness of the Education and Skills Funding agency and Department for Education policy and funding.</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing. We accept and offer challenge.</li> <li>• We are curious to innovate and improve.</li> <li>• We are compassionate, understanding, and respectful to all.</li> <li>• We are strong together by sharing knowledge.</li> </ul>

	<ul style="list-style-type: none"><li>• We are all responsible for the difference we make.</li></ul> <p><b>Our cultural attributes:</b></p> <ul style="list-style-type: none"><li>• Compassionate &amp; inclusive.</li><li>• Working together – building and delivering for the best interests of KCC.</li><li>• Externally focused – residents, families, and communities at the heart of decision making.</li><li>• Flexible/agile – willing to take (calculated) risks.</li><li>• Empowering – our people take accountability for their decisions and actions.</li><li>• Curious – constantly learning and evolving.</li></ul>
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