

## Kent County Council

Job Description: *Accountant Level 2 – Revenue Finance*

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**Directorate:** Strategic and Corporate Services  
**Unit/Section:** Finance Division / Revenue Finance Team  
**Grade:** KR10  
**Responsible to:** Revenue Finance Manager

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

This post will be part of the job rotation scheme and will be interchangeable with the other Accountant Level 2 posts within Revenue Finance and Strategy, and Schools, High Needs and Early Years.

This post will be responsible for a number of services and will be required to provide advice, robust challenge and direction to service leads.

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

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

1. Provide advice, challenge and support to Heads of Service and/or Budget Managers to enable them to produce regular budget monitoring forecasts, in accordance with the published timetable. Meet with Budget Managers, as defined, throughout the year in order to ensure timely and accurate forecasting.
2. Assist in the preparation of the Directorate MTP and budget statements, and the annual revenue budget book, in consultation with the relevant parties.
3. Assist in the delivery of timely, accurate and compliant cash limit changes.
4. Assist the Revenue Finance Manager in the production of the monthly budget monitoring report. Ensure that robust challenge is provided through collaborative working with colleagues to ensure forecasts are accurate and transparent.
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.

Footnote: This job description is provided to assist the job holder to know what the 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 2 – Revenue Finance*

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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>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to NVQ Level 4 (e.g. AAT) or equivalent, and/or proven ability to do the job</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>Behaviours and Kent Values</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li><li>• <b>We are curious to innovate and improve</b></li><li>• <b>We are compassionate, understanding and respectful to all</b></li><li>• <b>We are strong together by sharing knowledge</b></li><li>• <b>We are all responsible for the difference we make</b></li></ul>

Exhibit the Finance behaviours of:

- Make it Happen
- Commercial Perspective
- Water for Growth
- Break the Barriers
- Be Kind