

# Kent County Council

## Job Description: Accountant Level 2

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Finance Division / Chief Accountant's Team</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Chief Accountant</b>

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

Assist the Budget & Technical Accounting Manager in the collation of the budget book and Medium-Term Financial Plan (MTFP), the monitoring reports and Statement of Accounts.

Support the Budget & Technical Accounting Manager with Balance Sheet Management ensuring all accounts have an owner, reconciled, and reviewed on an annual basis.

Co-ordinate the monitoring of the Reserves ensuring compliance to the Reserves Policy.

Manage the collation of government returns e.g. Revenue Account (RA) and Revenue Outturn (RO), working collaboratively with colleagues in Revenue Finance, Financial Analysis and Support Team, and Revenue & Tax Strategy.

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

1. Assist the Chief Accountant in the closure of accounts process, ensuring that accountants and budget managers are kept informed of accounting practice changes, to achieve a smooth, timely and accurate year end.
2. Manage the collation and quality assurance of the government returns, ensuring they are submitted in accordance with the statutory deadlines.
3. Lead on the continuous improvement on the way we complete the government returns, ensuring engagement with accountants, finance colleague and directorates.
4. Ensure that the Council's bank accounts are reconciled monthly.
5. Ensure that all balance sheet codes are reviewed, reconciled, and monitored on a regular basis to ensure correct accounting is being adhered to.
6. Manage the review of the Authority's reserves to ensure they comply with relevant accounting practices.

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 2

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to AAT/NVQ 4 or equivalent</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Good experience of working within a finance environment</li><li>• Experience of meeting regular tight deadlines</li><li>• Experience of using mainframe financial systems and other related software e.g. Oracle</li><li>• Interpreting and applying accounting standards/policies</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>• Problem-solving ability</li><li>• Ability to deliver business objectives whilst successfully managing pressures arising from competing demands, deadlines and priorities, and with minimal supervision</li><li>• Research, analytical and interpretive skill</li><li>• IT skills in Microsoft Office, Access, Oracle and webbased programmes</li><li>• Commitment to equalities and the promotion of diversity in all aspects of working</li><li>• Ability to maintain confidentiality</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent spreadsheet skills and level of understanding of financial systems and control processes</li> <li>• Good understanding of budgeting, budget monitoring and year end closure of accounts processes</li> <li>• Good knowledge of accounting principles and KCC financial procedures</li> <li>• Excellent spreadsheet skills and level of understanding of financial systems and control processes</li> <li>• Good understanding of budgeting, budget monitoring and year end closure of accounts processes</li> <li>• Good knowledge of accounting principles and KCC financial procedures</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> <ul style="list-style-type: none"> <li>• <b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile.</li> <li>• <b>Curious</b> - constantly learning and evolving.</li> <li>• <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all.</li> <li>• <b>Working Together</b> - building and delivering for the best interests of Kent.</li> <li>• <b>Empowering</b> - Our people take accountability for their decisions and actions.</li> <li>• <b>Externally Focused</b> - Residents, families and communities at the heart of decision making.</li> </ul>