

## Kent County Council

### Job Description: *Accounting Technician*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Finance Division / Revenue Finance</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Revenue Finance Manager</b>

### **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. Support 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:**

- Support the Revenue Finance team in the preparation of the Directorate Medium Term Plan (MTP), budget statements, and the annual revenue budget book.
- 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.
- Support the Revenue Finance team in the production of the monthly budget monitoring report, ensuring prescribed timeframes are met.
- 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.
- Support the Revenue Finance team in the year-end process, ensuring accounting requirements and deadlines are met.
- 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 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: *Accounting Technician*

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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.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE in Mathematics and English Grade C/Grade 4 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)</li> <li>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 meeting regular tight deadlines</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>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</li> <li>Ability to manipulate spreadsheets and data</li> <li>Ability to prioritise own workload, work to deadlines and still maintain high quality standards</li> <li>Good level of accuracy and able to spot errors</li> <li>Good verbal and written communication skills</li> <li>Analytical skills</li> <li>Able to work as part of a team</li> <li>Ability to maintain confidentiality</li> <li>Commitment to equalities and the promotion of diversity in all aspects of working</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good spreadsheet skills and a knowledge of the Authority's accounting system</li> <li>Understanding of accounting procedures and financial terms</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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