

Kent County Council

Job Description: Accountant Level 2 (External Funding Team)

Directorate:	Strategic and Corporate Services (ST)
Division/Section:	Finance / External Contracts
Location:	Maidstone
Grade:	KR10
Responsible to:	Senior Accountant (External Funding Team)

Purpose of the Job:

As part of the External Funding Team, to provide timely and accurate financial monitoring information relating to the Council's involvement in European Union (EU) funded projects and domestic grant initiatives consistent with statutory and operational accounting frameworks. To work closely with project managers (internal and external to KCC), Government Bodies, and external agencies to ensure the financial integrity of the overall programmes, and safeguard the financial interests of the Council and its partners.

Accountabilities:

1. Manage the development, evaluation, monitoring and review processes of all project budgets including on behalf of partnerships where KCC is the Lead/Accountable Body. This will regularly include liaising with foreign partners and external organisations.
2. Completion and submission of grant claims on behalf of both KCC and wider partnerships to the appropriate body ensuring compliance with funding offer conditions within strict deadlines.
3. Prepare and distribute financial and statistical reports to manage and monitor partnership performance against project grant income, expenditure and claim activity.
4. Provide financial information and advice to KCC managers and external partners for the development of funding bids to ensure compliance with programme regulations and eligibility criteria.
5. Represent projects on behalf of KCC and partnerships at Steering Group/Partnership meetings and relevant programme training seminars both in the UK and abroad. Facilitation of onward training and advice to partners/partnerships.

6. Respond to audit inspections, including those commissioned by Central Government and the European Commission, by providing the appropriate financial documentation and ensuring it is retained and presented in line with programme requirements.
7. Develop and maintain a grants register to assist with reporting and responding to requests for information.
8. Support the Council's year-end processes for externally funded projects and associated functions within the required deadlines ensuring that accounting requirements are met.

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Person Specification: Accountant Level 2 (External Funding Team)

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.

MINIMUM CRITERIA	
Qualifications	<ul style="list-style-type: none"> Educated to NVQ Level 4 or equivalent (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 European/external funding streams Experience of working effectively with Directorates, Senior Officers and external organisations Experience of meeting regular critical deadlines Experience of using mainframe financial systems and other related software e.g. Oracle
Skills and Abilities	<ul style="list-style-type: none"> Excellent interpersonal and organisational skills Ability to communicate effectively, both orally and in writing Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards Excellent IT skills in Microsoft Office, especially Excel Team worker Problem-solving ability Research, analytical and interpretive skills Ability to maintain confidentiality Commitment to equalities and the promotion of diversity in all aspects of working
Knowledge	<ul style="list-style-type: none"> Excellent knowledge of European and national funding schemes and regulations Detailed knowledge of financial systems and control processes Good knowledge of accounting principles and KCC/local government financial procedures Awareness of Data Protection and confidentiality issues

Behaviours	<p>Support the three 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>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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