

Kent County Council

Job Description: Accounting Technician Level 1

Directorate:	Chief Executive's Department
Unit/Section:	Finance Division / Financial Analysis & Support Team
Location:	Maidstone
Grade:	KR6
Responsible to:	Financial Analysis & Support Team

Purpose of the Job:

Support the Financial Analysis & Support Team in all systems related work.

Main duties and responsibilities:

1. Assist in the maintenance of the ORACLE coding structure, ensuring adherence to business need and policy.
2. Assist in the provision of support in relation to systems development and data quality issues, liaising with other finance staff and budget managers.
3. Provide support for finance systems maintenance tasks including but not limited to implementing Oracle Change Requests (OCR's).
4. Ensure all required journals are uploaded to Oracle within a specified period meeting defined deadlines.
5. Provide up-to-date statistical information on all systems-related activities as required in order to inform accurate management decision-making.
6. Provide advice and support to internal and external customers on financial procedures, practice and technical matters, in order to ensure the smooth running of services.

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 Level 1

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
QUALIFICATIONS	<ul style="list-style-type: none">• GCSE or equivalent in Maths and English.
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working within a finance function, using a range of financial systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good keyboard & IT skills in Microsoft Office.• Ability to learn and use new financial systems.• Ability to develop and run systems reports.• Ability to manipulate spreadsheets and data.• Ability to prioritise own workload and to work to deadlines.• Good level of accuracy and able to spot errors.• Good verbal and written communication skills.• Analytical skills.• Able to work as part of a team.• Ability to maintain confidentiality.• Commitment to equalities and the promotion of diversity in all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none">• Good knowledge of Excel and Word.• Knowledge of Oracle.• Understanding of KCC business.• Understanding of basic accounting procedures and financial terms.• An awareness of Data Protection and confidentiality issues.

KENT VALUES AND CULTURAL ATTRIBUTES

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge.
- We are **curious** to innovate and improve.
- We are **compassionate**, understanding and respectful to all.
- We are **strong together** by sharing knowledge.
- We are all **responsible** for the difference we make.

Our values enable us to build a culture that is:

- **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile.
- **Curious** - constantly learning and evolving.
- **Compassionate and Inclusive** - compassionate, understanding and respectful to all.
- **Working Together** - building and delivering for the best interests of Kent.
- **Empowering** - Our people take accountability for their decisions and actions.
- **Externally Focused** - Residents, families and communities at the heart of decision making.