

Kent County Council

Job Description

Senior Accounting Technician – Capital Finance

Directorate:	Strategic & Corporate Services (S&CS)
Division/Section:	Finance Division / Capital Finance Team
Location:	Maidstone
Grade:	KR8
Responsible to:	Capital Finance Manager

Purpose of the Job:

To undertake tasks across the Capital Finance Team that contribute to the production of capital accounting, capital monitoring reports, the capital budget setting process and the administration of internal governance boards.

Main duties and responsibilities:

- Support the Capital Accountants with the production of the monthly budget monitoring reports through various tasks including updating of funding spreadsheets and review of transactions.
- Process capital OCR forms and deal with coding queries.
- Monitor and record all types of capital receipt.
- Assist in the year end capital processes, including the maintenance of Vehicle, Plant & Equipment (VPE) asset registers and Investment Property income records.
- Undertake reconciliations of asset registers to the property database and update asset registers for school academy transfers and property disposals.
- Co-ordinate agendas and papers for Capital Officer Group.

- Assist in capital budget preparation and any other functions of the Capital Finance Team as required.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council Person Specification

Senior Accounting Technician – Capital Finance

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.

CRITERIA	
Qualifications <i>(if essential)</i>	<ul style="list-style-type: none">• Educated to A Level or equivalent (NVQ3)
Experience	<ul style="list-style-type: none">• Experience of working within a Finance team
Skills and Abilities	<ul style="list-style-type: none">• Excellent numerical, analytical and interpretive skills• Excellent communication skills• Excellent organisational and planning skills• Ability to clearly present data in a format suitable for its need.• Ability to achieve tight deadlines• 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 understanding of basic accounting concepts, budget monitoring and year end closure of accounts procedures

Behaviours and Kent Values

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