

## Kent County Council

### Job Description: *Senior Accountant*

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**Directorate:** Strategic and Corporate Services

**Division/Section:** Finance Chief Accountant's Team

**Grade:** KR11

**Responsible to:** Chief Accountant

#### **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, working collaboratively with colleague in revenue finance, systems, and Revenue & Tax Strategy.

Lead and advise on the impact of decisions on all aspects of taxation, working collaboratively with internal and external stakeholders.

#### **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. Lead on all taxation matters, ensuring compliance and avoiding penalties, including ensuring that the Council's partial exemption limit is not breached to prevent a significant additional cost to KCC.

3. Manage the collation and quality assurance of the government returns, ensuring they are submitted in accordance with the statutory deadlines.
4. Lead on the continuous improvement on the way we complete the government returns, ensuring engagement with accountants, finance colleague and directorates.
5. Ensure that the Council's bank accounts are reconciled monthly.
6. Ensure that all balance sheet codes are reviewed, reconciled, and monitored on a regular basis to ensure correct accounting is being adhered to.
7. 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 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 Practitioner***

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Accountant (CCAB) and/or proven ability to do the job</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant experience within a senior finance role</li> <li>• Proven ability to think and act at a management level taking full account of operational needs</li> <li>• Experience of working effectively with Service Directorates and Senior Officers</li> <li>• Interpreting and applying HM Revenue &amp; Customs rules, particularly regarding benefits in kind, income tax and VAT regulations</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 excellent report-writing skills</li> <li>• The necessary tact, sensitivity, and political awareness to negotiate/work with Senior Officers</li> <li>• High Level of valid technical accounting skills</li> <li>• Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards</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>• High level of proficiency in operating KCC financial systems</li> <li>• Thorough understanding of budgeting, budget monitoring and year end closure of accounts processes</li> <li>• Good understanding of financial controls</li> <li>• Awareness of data protection and confidentiality issues</li> </ul>

	<ul style="list-style-type: none"><li>• Knowledge of VAT and Tax responsibilities</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• Open</li><li>• Invite contribution and challenge</li><li>• Accountability</li></ul> <p>By demonstrating the associated behaviours that are relevant to this role.</p> <p>And Exhibit the F &amp; P behaviours of:</p> <ul style="list-style-type: none"><li>• Make it Happen</li><li>• Commercial Perspective</li><li>• Water for Growth</li><li>• Break the Barriers</li><li>• Be Kind</li></ul>