

Kent County Council

Job Description: Accountant level 2

Directorate:	Strategic and Corporate Services (ST)
Unit/Section:	Finance / Chief Accountant
Grade:	KR10
Responsible to:	Chief Accountant

Purpose of the Job:

To provide management and financial accounting for Kent and Essex Inshore Fisheries Conservation Authority (KEIFCA) and other fee paying entities linked to the Council. Provide professional financial vetting and support the Commercial Manager on commercial activities that the Council are considering or has entered into. Support the Chief Accountant on the delivery of overhead allocations, government returns and closedown tasks as required.

Main duties and responsibilities:

- Ensure that quarterly budget monitoring information is produced for KEIFCA on a timely basis including completion of the relevant Committee report(s). Provide financial information and professional support to KEIFCA throughout the year ensuring the service provided is professional and meets desired outcomes
- Ensure KEIFCA year end accounts are completed and independently reviewed in accordance with statutory deadlines.
- Provide management and financial support to other customers including East Kent Opportunities LLP, ensuring information meets the requirements of the entity and relevant statutory deadlines, is produced timely and meets desired outcomes.
- Support the Chief Accountant with the allocation of overheads, by reviewing the costs of support services within agreed timescales to ensure Government returns deadlines are met.
- Support the completion of Government returns including the Revenue Outturn (RO) and Revenue Account (RA). Complete and submit the quarterly returns.
- Provide a financial vetting service by analysing company accounts, reviewing quantitative and qualitative information and providing an opinion of financial performance and risk and explaining this to clients with a non financial background. Ensuring this service is managed around other work requirements.
- Support the Commercial Manager on a range of commercial aspects including financial modelling, monitoring the performance of the Council's wholly owned companies and developing and maintaining a database of key company information
- Manage the Early Returns process for the closure of accounts. Ensure that Budget Managers receive appropriate guidance and support, and monitor that

returns are submitted. Provide the relevant sections of the returns to other members of the team as required.

- Assist and support the team as and when required.

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: Accountant level 2

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"> Educated to AAT/NVQ 4 or equivalent, and preferably working towards a professional qualification.
EXPERIENCE	<ul style="list-style-type: none"> Good experience of working within a finance environment Experience of meeting regular tight deadlines Experience of using mainframe financial systems and other related software e.g. Oracle Interpreting and applying accounting standards/policies
SKILLS AND ABILITIES	<ul style="list-style-type: none"> High level of interpersonal and organisational skills Problem-solving ability Ability to communicate effectively, both orally and in writing at all levels, including good report- writing skills Ability to deliver business objectives whilst successfully managing pressures arising from competing demands, deadlines and priorities, and with minimal supervision Research, analytical and interpretive skills IT skills in Microsoft Office, Access, Oracle and web based programmes 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 spreadsheet skills and level of understanding of financial systems and control processes Good knowledge of accounting principles and KCC financial procedures A good understanding of local government finance and commercial accounting Awareness of Data Protection and confidentiality issues
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> 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

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