

## Kent County Council

### Job Description *Senior Accountant (Revenue Finance) (RF03)*

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<b>Directorate:</b>	<b>Strategic and Corporate Services (ST)</b>
<b>Division/Section:</b>	<b>Finance &amp; Procurement Division / Revenue Finance Team</b>
<b>Location:</b>	<b>Maidstone</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Revenue Finance Manager</b>

### **Purpose of the Job:**

This post will be part of the job rotation scheme and will be interchangeable with the other Senior Accountant posts within Revenue and Capital Finance, Schools, High Needs and Early Years Team and the Chief Accountant's Team.

This post will be responsible for a number of services and will be required to provide advice, robust challenge and direction to service leads.

You will work collaboratively with other Senior Accountants to ensure a consistency in approach to achieve best practice. You will also work closely with Business Partners.

### **Main duties and responsibilities:**

1. Lead on the provision of advice, challenge and support to Heads of Service and/or Budget Managers to enable them to produce regular budget monitoring forecasts, in accordance with the published timetable. Meet with Budget Managers, as defined, throughout the year.
2. Prepare the Directorate Medium Term Plan (MTP) and budget statements, and the annual revenue budget book, in consultation with the relevant parties.
3. Ensure cash limit changes are made in a timely, compliant manner and are recorded accurately.
4. Assist in the production of the monthly budget monitoring report. Ensure that robust challenge is provided through collaborative working with colleagues to ensure forecasts are accurate and transparent.

5. Complete the various revenue budget related government returns (e.g. Revenue Account (RA), and Revenue Outturn (RO)), and respond to Freedom Of Information (FOI) and Media requests as directed.
6. Ensure the year-end processes for services within your control are delivered, ensuring accounting requirements and deadlines are met.
7. Assist with analysis work for directorate specific projects as requested by the Revenue Finance Manager.

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### Person Specification: *Senior Accountant (Revenue Finance)*

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The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be short-listed. Applicants should describe in their application how they meet these criteria.

	CRITERIA
<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>• Proven ability to think and act at a management level taking full account of operational needs</li><li>• Experience of working effectively with Senior Officers, Heads of Service and Budget Managers</li><li>• Experience of working in a service led Finance environment</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 good report-writing skills</li><li>• The necessary tact, sensitivity and political awareness to negotiate/work with Senior Officers, Heads of Service and Budget Managers</li><li>• Commitment to equalities and the promotion of diversity in all aspects of working</li><li>• Ability to maintain confidentiality</li><li>• Ability to manage staff</li><li>• Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent spreadsheet skills and a knowledge of the Authority's accounting system</li><li>• Awareness of data protection and confidentiality issues</li><li>• Extensive knowledge of Revenue finance processes (e.g. budget setting, budget monitoring, budgetary control and closure of accounts)</li></ul>
<b>Behaviours</b>	Support the three Kent Values: <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</p> <p>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></ul>
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