

Kent County Council

Job Description: *Accountant Level 1 (Revenue Finance) (RF05)*

Directorate:	Strategic and Corporate Services (ST)
Division/Section:	Finance & Procurement Division / Revenue Finance Team
Location:	Maidstone
Grade:	KR9
Responsible to:	Revenue Finance Manager

Purpose of the Job:

This post will be part of the job rotation scheme and will be interchangeable with the other Accountant Level 1 posts within Finance Operations and Finance Strategy.

Assist in the preparation of the annual revenue budget and monthly revenue budget monitoring statements, in accordance with all relevant legislation, KCC strategies, policies, procedures and timescales.

You will work collaboratively with other Accountants within Revenue Finance and Revenue Strategy to ensure consistency in approach to achieve best practice.

Main duties and responsibilities:

1. Provide information, advice and guidance to managers and staff on finance and procurement related policies, procedures and processes in a way that is business focussed and consistent.
2. Assist in the preparation of the Directorate Medium Term Plan (MTP) and budget statements, and the annual revenue budget book, in consultation with the relevant parties.
3. Prepare cash limit changes in a timely, compliant manner and record them accurately.
4. Assist revenue finance colleagues in the production of the monthly budget monitoring report to ensure it's delivered to prescribed timeframes.
5. Assist in the completion of 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. Assist in the year-end process for services within your control, ensuring accounting requirements and deadlines are met.
7. Analyse data and assist in any directorate specific project work, as directed by the Revenue Finance Manager.

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Person Specification: *PAccountant Level 1 (Revenue Finance)*

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
Qualifications	<ul style="list-style-type: none">□ Educated to NVQ Level 4 or equivalent (e.g. AAT), and/or proven ability to deliver the requirements of the post
Experience	<ul style="list-style-type: none">• Experience of working within a finance environment• Experience of working effectively with Heads of Service and Budget Managers (or equivalent)
Skills and Abilities	<ul style="list-style-type: none">• High levels of interpersonal and communication skills, both orally and in writing, including good report-writing skills• The necessary tact, sensitivity and political awareness to negotiate/work with Senior Officers, Heads of Service and Budget Managers• Commitment to equalities and the promotion of diversity in all aspects of working• Ability to maintain confidentiality• Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards
Knowledge	<ul style="list-style-type: none">• Excellent spreadsheet skills and a knowledge of the Authority's accounting system• Detailed knowledge of the processes for budget preparation, budget monitoring and budgetary control □ Awareness of data protection and confidentiality issues
Behaviours	<p>Support the three Kent Values:</p> <ul style="list-style-type: none">• Open• Invite contribution and challenge• Accountability <p>by demonstrating the associated behaviours that are relevant to this role.</p>

	<p>And</p> <p>Exhibit the F & P behaviours of:</p> <ul style="list-style-type: none">• Make it Happen• Commercial Perspective• Water for Growth• Break the Barriers
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