Directorate:	**Strategic and Corporate Services**
Division/Section:	**Finance / Financial Analysis & Suppot Team**
Location:	**Maidstone**
Grade:	**KR10**
Responsible to:	**Financial Analysis & Suppot Team Manager**

Purpose of the Job:

Direct the day-to-day administration of Oracle General Ledger (GL), Human Resources (HR), Business Intelligence (BI) and systems support, ensuring the timely interface of business system files, maintenance of data, timely and user friendly outputs. Support the team Manager to deliver continual improvements to outputs.

Work collaboratively with Directorate and Finance colleagues to maximise the investment we have made in our corporate systems by delivering outputs that meet our user's expectations, and provide management information that achieves the Council's objectives.

Main duties and responsibilities:

1.   Develop and maintain the Oracle accounting coding structure, ensuring all controls are met and outputs reflect changes, to ensure managers receive accurate and timely management reports

2.   Direct the systems maintenance tasks and activities associated with Oracle GL, HR and BI, including responsibility for system security, budget, income and expenditure uploads and downloads, clearance of error suspense accounts, and various reporting requirements to ensure compliance with financial regulations, and ensuring deadlines are met and timetables are adhered to

3.   Provide support, systems advice and guidance to all Oracle system users. Provide financial information using report-writing processes and downloads to budget managers and staff as required

4.   Support the team manager in the development of systems, assessing and advising on the feasibility of alternative solutions, to ensure that the appropriate financial requirements are delivered in the form of cost-effective and appropriate solutions

5.   Act as the focal point for all Oracle Financials User Acceptance testing, ensuring all changes to Oracle are fully tested and impacts are reported. Make sure there is no detriment to outputs as a result of changes

6.   Operate as a "Super User" of Oracle modules and tools, to ensure their use and our investment in Oracle is maximised

7.   Continually develop professional skills and knowledge, sharing this and good practice examples with colleagues, in order to build capacity in the function

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	• Educated to NVQ Level 4 or equivalent (e.g. AAT), and/or proven ability to deliver the requirements of the post
Experience	• Experience of working within local government finance • Experience of mainframe accounting systems preferably Oracle • Experience of working effectively with Directorates • Some knowledge of Oracle HR is required
Skills and Abilities	• Good interpersonal skills 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, Oracle and web based programmes • Ability to maintain confidentiality • Commitment to equalities and the promotion of diversity in all aspects of working
Knowledge	• The postholder needs a high level of understanding of financial systems and control processes • Knowledge of mainframe accounting systems (Oracle) • The postholder needs a good understanding of local government finance • Extensive knowledge in the use of spreadsheets and other PC-based software packages • The postholder should have awareness of Data Protection and confidentiality issues

Behaviours and Kent Values	**Support the three Kent Values:** • Open • Invite contribution and challenge • Accountability by demonstrating the associated behaviours that are relevant to this role. And Exhibit the F & P behaviours of: • Make it Happen • Commercial Perspective • Water for Growth • Break the Barriers