

Kent County Council

Job Description: *Commercial Accountant*

Directorate: **Strategic and Corporate Services**

Division/Section: **Finance / Chief Accountant**

Grade: **KR10**

Responsible to: **Chief Accountant**

Purpose of the Job:

To support the Chief Accountant in the delivery of Group Accounts for the Council, helping to ensure consistent accounting treatment. Work collaboratively with Kent Holdco Ltd and its subsidiary companies. Develop contacts and relationships with other Councils and implement best practice.

To implement new accounting standards and ensure compliance with KCC policies. Liaising closely with Kent Holdco, the subsidiary companies, and other Councils.

Provide a professional financial vetting service.

Support the Commercial Manager in monitoring the performance of the subsidiaries, liaising with Holdco. Support the Commercial Accounting Manager undertake due diligence on proposals of a commercial nature, particularly where the Council is considering entering a new contract or joint venture.

Main duties and responsibilities:

1. To assist and support the Chief Accountant in completing of Group Accounts for the Council in accordance with the year end deadlines and statutory reporting requirements.
2. Ensure the transactions between the Council and its subsidiaries are reconciled monthly. This will involve liaising directly with the companies to ensure any discrepancies are resolved.
3. Ensure all relevant accounting standards and policies appropriate to group accounts and local authority accounting are adhered to. Liaise with the subsidiaries and Holdco helping to maintain a close working relationship and good collaboration and sharing of knowledge.
4. Support the Commercial Accounting Manager on a range of commercial aspects including financial modelling, monitoring the performance of the Council's subsidiary companies, and undertaking due diligence on new proposals on investments and acquisitions. Undertaking project work as directed.
5. Provide a financial vetting service by analysing company accounts and obtaining a credit check. Reviewing the quantitative and qualitative information and provide an opinion on the financial performance and stability of the company being vetted. Ensure financial vetting is undertaken within the timescales agreed with the Commissioner and the recommendations are explained so that clients with a non-financial background can understand the results.
6. Assist the Chief Accountant and Commercial Financial Manager in undertaking research. This may be into proposed legislation or into requests by other Council Departments to secure new types of funding. This will involve researching and collecting information and then reviewing the information and highlighting the relevant elements for finance to consider.
7. Support the Chief Accountant Team in the delivery of the annual closedown process and specifically lead on aspects relating to the wholly owned companies.

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: *Commercial Accountant*

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 A Level/NVQ 4 or equivalent. Preferably working towards a professional qualification and/or proven ability to do the job.
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

	<ul style="list-style-type: none">• 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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