



## Job Description

### Resources Directorate

<b>Post Title</b>	<b>Accountancy Assistant</b>		
<b>Post Number</b>	<b>BG09571</b>	<b>Grade</b>	<b>Grade 3</b>
<b>Base</b>	<b>Civic Centre</b>	<b>Hours of Work</b>	<b>37 hours per week</b>
<b>Car User Allowance</b>	<b>None</b>	<b>Disclosure</b>	<b>None</b>
<b>Contact</b>	<b>Chief Accountant</b>	<b>Updated</b>	<b>May 2014</b>

### Principal Job Purpose

Responsible to: Principal Accountant, Revenues Services Team

Responsible for: Assisting the team in the preparation of revenue budget monitoring statements.

### Principal Accountabilities

1. To assist with the preparation of budget monitoring reports on a regular basis for front line budget holders.
2. To assist in the preparation of revenue estimates for all of the Authorities portfolios
3. To assist in the closure of year-end accounts
4. To correct miscodings of expenditure and income from controlled transaction default accounts.
5. To prepare revenue grant claims, monitor expenditure against funding approvals and provide financial information & support to Grant Managers.
6. Prepare year end audit statements, audit packs and to liaise with External Auditors regarding audit samples.

7. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
8. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

## Person Specification – Non Managerial

### 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSE's Grades A-C, or equivalent to include English and Mathematics.	Essential	✓			
Proven experience of working within a financial environment.	Essential	✓	✓		
Studying for an Accountancy Technician Qualification or equivalent.	Desirable	✓			
Experience of working with spreadsheets and other office systems.	Desirable	✓	✓		
Working with a computerised General Ledger and appropriate feeder systems.	Desirable	✓	✓		
<b>Knowledge/Skills</b>					
Competent in the use of IT desktop software including Microsoft Office.	Essential	✓	✓		
General understanding of financial processes in local government.	Desirable		✓		
Ability to work within the time constraints required for statutory and non-statutory returns, estimates and final accounts.	Desirable	✓	✓		

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance	✓	✓		✓
	Involves line manager/colleagues in setting and meeting targets		✓		✓
	Reorganises work when necessary	✓	✓		✓
	Sees tasks through to completion whenever possible		✓		✓
	Seeks help if workload becomes unmanageable		✓		✓
	Uses initiative to report issues that arise that impact on others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues		✓		✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice				✓

	when necessary				
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation	✓	✓		✓