

## Job Description

Cyngor Bwrdeisdref Sirol

# Blaenau Gwent

County Borough Council



## Resources Department

<b>Post Title</b>	<b>Portfolio Accountant</b>		
<b>Post Number</b>	<b>BG00157</b>	<b>Grade</b>	<b>Grade 7</b>
<b>Base</b>	<b>Civic Centre</b>	<b>Hours</b>	<b>37 hours per week</b>
<b>Car User Allowance</b>	<b>Approved Casual</b>	<b>Disclosure</b>	<b>None</b>
<b>Contact</b>	<b>Gina Taylor Tel: 01495 355143</b>	<b>Updated</b>	<b>August 2014</b>

### Principal Job Purpose

Responsible to: Group Accountant

Responsible for: Establishing and maintaining appropriate budgetary systems and accounting procedures relevant to the Financial Services Team. The Portfolio Accountant will assist the Chief Accountant – Revenue Services in resolving detailed technical issues and will liaise with the relevant departments on financial management information. The post has particular responsibilities in respect of the Waste Management & Environment Portfolio.

### Principal Accountabilities

1. To prepare prompt and accurate Budgetary Statements and financial forecasts in accordance with the reporting requirements of the Authority, Corporate Management Team and spending departments (with particular responsibility for Waste Management & Environment Portfolio)
2. To comply with the relevant codes of accounting practice and assist with the implementation of new requirements.
3. To prepare final accounts, estimates working documents and other financial management information as allocated by the Chief Accountant – Revenue Services (with particular responsibility for the Waste Management & Environment Portfolio).

4. To monitor expenditure and income throughout the financial year.
5. To prepare grant claims and reimbursements and statistical/other government returns.
6. To prepare ad hoc financial reports as requested by the Chief Accountant – Financial Services
7. To undertake supervisory duties in respect of the Senior Accountancy Assistant
8. To undertake duties in the best interests of the Department according to particular pressures and time constraints
9. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
10. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

## Person Specification – Supervisory

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
5 GCSEs, including English and Maths grade A to C, or equivalent.	Essential	✓			
AAT, or equivalent qualification.	Essential	✓			
Proven experience of working in a Local Authority financial environment.	Essential	✓	✓		✓
Proven experience of working with a computerised general ledger and appropriate feeder systems.	Essential	✓	✓		✓
Studying towards a professional accountancy qualification.	Desirable	✓			
Knowledge/Skills					
General understanding of financial systems and accounting principles in local government.	Essential	✓	✓		✓
An ability to work within the time constraints of Estimates and Final Accounts Timetables.	Essential	✓	✓		✓
Knowledge of the Accounting Codes of Practice relevant to Local Authorities.	Essential	✓	✓		✓
IT Literate with experience of Microsoft Office suite products.	Essential	✓	✓		✓
<b>2. Special Requirements</b>					
Full driving licence and access to a vehicle for work purposes	Essential	✓			

### 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>Managing the Team</b>	Sets an example to the team by own approach and attitude		✓		✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team		✓		✓
	Ensures equality & diversity issues are integral to service delivery				✓
	Recognises when it is necessary to take a firm but appropriate line		✓		✓
	Supports & encourages good work-life balance in the team				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering a Continually Improving Service</b>	Ensures the team understand how they contribute to achieving operational objectives		✓		✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance				✓
	Challenges poor performance appropriately		✓		✓
	Is positive about improving the service and identifies potential benefits for the citizen		✓		✓
	Consults team and others, inside and outside the organisation, for improvement ideas				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Uses appropriate and precise methods of communication		✓		✓
	Communicates positively and respectfully		✓		✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere				✓
	Encourages team members to think about and suggest improvements				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Making Informed Decisions</b>	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately				✓
	Explains decisions appropriately				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working Together</b>	Understands the benefits of working together				✓
	Promotes and contributes to partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Putting the Citizen First</b>	Recognises the importance of the citizen's input to improving the service				✓
	Ensures team is focused on serving the citizen as the first priority				✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery				✓
	Is positive about the organisation and the community it serves				✓