

**Job Description**

**Resources Directorate
Accountancy Division**

Post Title	Senior Accounting Technician		
Post Number	NEW (Covering BG00152)	Grade	Scale 5 £20,400 - £23,188 Per Annum
Base	Civic Centre	Hours of Work	37
Car User Allowance	None	Disclosure	None
Contact	Gina Taylor Tel. 01495 355143	Updated	March 2014

Principal Job Purpose

Responsible to: Group Accountant

Responsible for: Assisting the Group Accountant in establishing and maintaining appropriate budgetary systems and accounting procedures relevant to the Financial Services Team and in particular for the Environmental Services Directorate. The Senior Accounting Technician will assist in resolving detailed technical issues and will liaise with the relevant departments on financial management information.

Principal Accountabilities

1. To assist the Group Accountant with the preparation of 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 Environmental Services)
2. To comply with the relevant codes of accounting practice and assist with the implementation of new requirements.

3. To assist the Group Accountant with the preparation of final accounts, estimates working documents and other financial management information as allocated by the Chief Accountant – Revenue Services (with particular responsibility for the Environmental Services).
4. To assist in the completion of statutory returns to Welsh Government and completion and audit of grant claims.
5. To undertake duties in the best interests of the Revenue Services Team according to particular pressures and time constraints.
6. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
7. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSE's, including English and Maths, grades A to C	Essential	✓			
Qualification in AAT or equivalent	Essential	✓			
Other experience					
Experience of working within a local government financial environment	Essential	✓	✓		✓
Experience of working with a computerised general ledger and appropriate feeder systems	Essential	✓	✓		✓
Knowledge/Skills					
Knowledge of the Accounting Codes of Practice relevant to Local Authorities	Desirable	✓	✓		✓
Computer literate in Microsoft Office suite	Essential	✓	✓		✓
An adaptable style in order to cope with change	Essential	✓	✓		✓

2. Special Requirements

Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period

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
Delivering the service	Plans ahead, organises work in advance		✓ Essential		✓
	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		✓ Essential		

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results		✓ Essential		✓
	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
Providing Excellent Customer Service	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		✓ Essential		✓
	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
Team Working	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		✓ Essential		✓
	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
Communicating	Adapts content and style to help others understand		✓ Essential		✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓ Essential		✓
	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				✓