

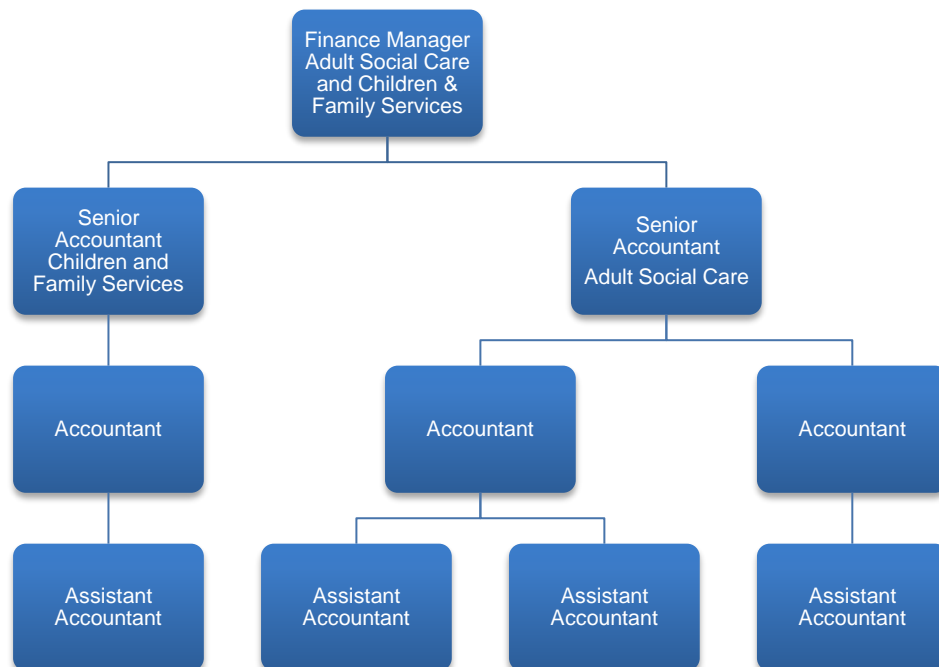
Job Description and Person Specification

Job title:	Assistant Accountant
Directorate:	Resources
Service:	Finance and Property
Team:	Accountancy
Post number:	04176
Salary grade:	D-F
Work location:	Market St
Reports to:	Senior Accountant
Supervises:	N/A

Job Purpose

To undertake financial administration duties in respect of a group of service areas. This involves providing advice and information which assists the Senior Accountant and Finance Manager in the delivery of their service.

Structure Chart



Main Duties and Responsibilities

- To carry out monthly reconciliations between two financial systems, analysing and investigating variances.
- To populate weekly expenditure data into forecasting reports.
- To review and process internal transfer requests submitted by services.
- To review and process Imprest and procurement card returns submitted by services.
- To complete the processing of journal transfers as required.
- To raise invoices as and when required.
- To manage his/her own work to ensure that programme timetables specified by the Senior Accountant are met.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Indirect:- Net revenue budget Adult Social Care £48.3 million.

Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
5 GCSE grade C or above including English and Maths	E	1
Undertaking an Accountancy Qualification	D	1
Experience		
Currently working in an accounting environment – transactional or management accounting	D	1
Knowledge and understanding		
Experience of undertaking data reconciliations	D	1
Understanding of the local government environment	D	2
Skills and abilities		
Competent in the use of Microsoft Office Packages specifically Excel	E	1
Experience of working with financial systems	D	1
Ability to process and assimilate high volumes of data	E	2
Work-related personal qualities		
Ability to prioritise and manage own workload	E	1
Ability to work as part of a team	E	2
Other work-related requirements		
Enhanced DBS check with relevant barred list/s	No	-
Is this post politically restricted?	No	-