

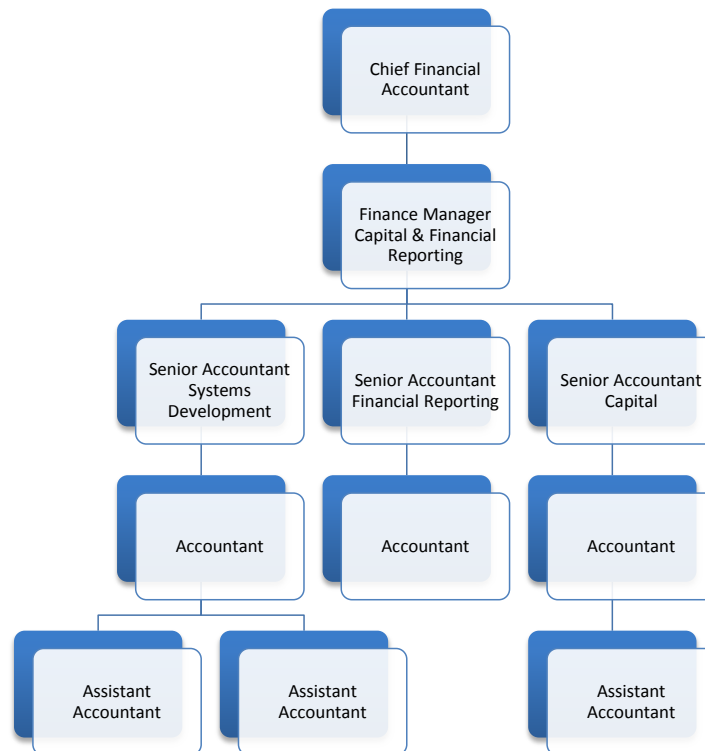
## Job Description and Person Specification

|                       |  |
|-----------------------|--|
| <b>Job title:</b>     | Accountant – Financial Reporting                 |
| <b>Directorate:</b>   | Resources  |
| <b>Service:</b>       | Finance and Property                             |
| <b>Team:</b>          | Accountancy                                      |
| <b>Post number:</b>   |  |
| <b>Salary grade:</b>  | G-H  |
| <b>Work location:</b> | Council Offices ,Market Street, Newbury RG14 5LD |
| <b>Reports to:</b>    | Senior Accountant for Financial Reporting        |
| <b>Supervises:</b>    | N/A  |

### Job Purpose

To provide technical and financial advice on the compliance of the Council's accounts against statutory guidance in support of the Finance Manager and Chief Financial Accountant.

### Structure Chart



## Main Duties and Responsibilities

1. Work with all the teams in Accountancy to ensure that the Chart of Accounts reflects the latest Cipfa code of practice and IFRS requirements.
2. Assist and work with budget managers in departments to ensure they understand the implications the changes in financial reporting.
3. Maintain and reconcile key Council control accounts.
4. Support the Senior Accountant and Finance Manager with the production of statutory government returns, coordination and production of the annual financial statements and Whole Government Accounts.
5. Any other duties as required being commensurate with the role grading.
6. To promote equality as an integral part of the role, treating everyone with fairness and dignity.
7. To comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
8. Adhere to the standards set out in the WBC competency framework.

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

No direct responsibility for people or budget.

## Person Specification

| Qualifications  | Essential/ | Desirable |
|---|------------|-----------|
| Qualified or part qualified accountant (as a minimum undertaking AAT level 4)   | E          | 1         |
| <b>Experience</b>   |            |           |
| At least 3 years experience in an accounting environment in a technical accounting role, i.e. experience of preparing financial accounts. | E          | 1         |
| Experience of Local Government accounting   | D          | 1         |
| <b>Knowledge and understanding</b>  |            |           |
| Competent in the use of spreadsheets .  | E          | 1         |
| Experience of working with complex financial systems  | E          | 2         |
| Experience of using Agresso   | D          | 1         |
| Experience of liaising with all levels of management  | D          | 2         |
| <b>Skills and abilities</b>   |            |           |
| Ability to work to strict deadlines   | E          | 1         |
| Ability to manage and prioritise own workload   | E          | 2         |
| <b>Work-related personal qualities</b>  |            |           |
| Good verbal and written communication   | E          | 1         |
| Enthusiastic, committed and adaptable   | E          | 2         |
| Able to work well as part of a team.  | E          | 3         |
| Willing to resolve queries in an appropriate manner.  | E          | 4         |
| Ability to work well under pressure.  | E          | 5         |

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**Other work-related requirements**

|                                      |     |
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| Level of DBS check                   | N/A |
| Is this post politically restricted? | No  |