

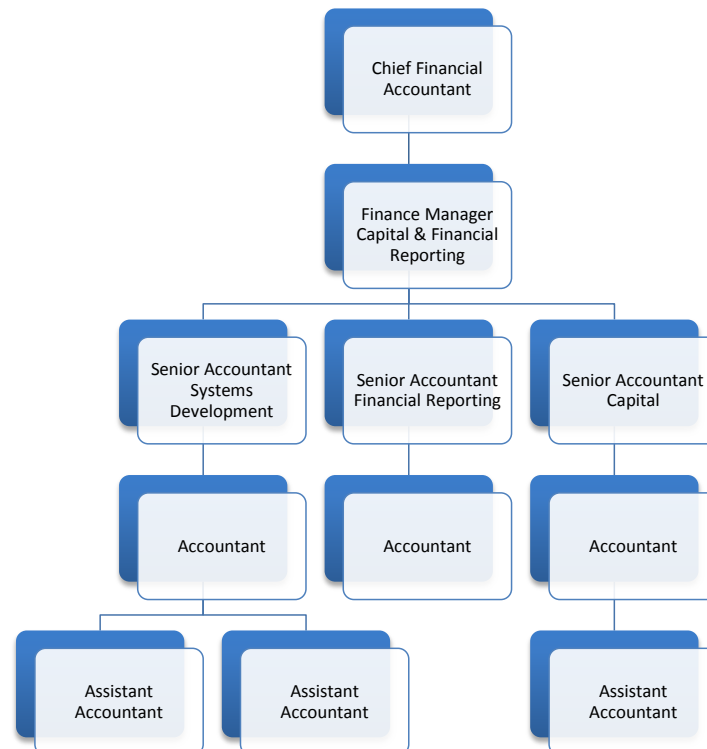
Job Description and Person Specification

Job title:	Assistant Accountant
Directorate:	Resources
Service:	Finance & Property
Team:	Capital & Financial Reporting
Post number:	04093
Salary grade:	D-F (£18,795 to £24,799)
Work location:	Market Street
Reports to:	Accountant for Systems Development
Supervises:	N/A

Job Purpose

To undertake financial administration in respect of a specific Service area. This involves providing information and advice to assist the Accountant, Senior Accountant and Finance Manager in the delivery of their service

Structure Chart



Main Duties and Responsibilities

- Maintain the administration for Agresso
- Clear suspense account daily
- Ensure payrolls interface correctly
- To complete processing of journal transfers as required to clear control accounts
- Analysis of data to ensure integrity of our Financial System
- To be responsible for Trade Creditor and CIS suppliers in Agresso, maintaining and updating records and ensuring compliance with procurement and legal protocols
- 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)

Not applicable

Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
5 GCSE grade C or above to include English & Maths	E	1
Undertaking an Accountancy Qualification	D	1
AAT Qualified	D	2
Experience		
Currently working in an accounting environment	D	1
Experience in the use of Financial Accounting software packages	D	2
Experience in financial reconciliations	D	3
Knowledge and understanding		
Knowledge and understanding of the reconciliation process	D	1
An understanding of the local government environment	D	2
Skills and abilities		
Competent in the use of Microsoft Office Packages specifically Microsoft Excel	E	1
Attention to detail	E	2
Work-related personal qualities		
Ability to prioritise and manage their 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	-