



Job Description

Authority:	WBC/ADC
Directorate:	Digital & Resources
Section:	Service Accounting
Post Title:	System Accountant
Post Number:	
Accountable to:	Principal Accountant (Systems)
Management responsibility for:	None
Authority to liaise with:	Government departments Members of the Public Professional Organisations External Auditors Members of Adur and Worthing Councils Other sections of the Directorate Other Directorates
Meetings attended on a regular basis:	Departmental management teams, Ad hoc meetings with officers and auditors across all sites.
Work Style	Flexible

Principal purpose of job (role summary)

To support and deputise for the Principal Accountant (Systems) in the implementation, development and maintenance of main financial systems and BACS systems for Adur and Worthing Councils.

Main duties, tasks and responsibilities of post holder

1. To assist in the maintenance of the financial systems for the Councils, ensure the integrity of the general ledger and take responsibility that feeder modules to the general ledger (debtors, accounts payable and cash/banking) are fully reconciled on a monthly basis.

2. To review, evaluate and develop the financial systems in terms of standalone efficiency and workflow improvements as part of the Council's wider network of systems. This includes working with the Council digital team in design and development of interfaces by way of API Interfaces and custom SQL based scripts.
3. To design, write and produce financial management enquiries, reports and dashboards in consultation with budget holders, Heads of Service, Directors and financial managers as appropriate to maximise efficiency through the system.
4. To lead and direct team members in ensuring all users of the financial management system are supported and trained to use the Councils FMS system and appropriate systems access is provided in accordance with council policies.
5. To extract and provide the key data in the right format from the financial system for the closing of accounts and statutory returns.
6. To support the Principal Accountant (Systems) in the testing and implementation of software releases as required.
7. To participate in projects and give financial advice, proposing options and solutions for financial issues.
8. To interpret legislation and professional codes of practice to ensure that the councils respond to these requirements through their chart of accounts and processing.
9. To attend and give financial and technical advice at meetings of officers and provide options for departmental reporting and monitoring efficiencies through systems where appropriate.
10. To complete all relevant statutory returns, grant claims and other relevant returns and requests, to include the development, design and writing of system reports.
11. To liaise with external users of the same and similar financial systems to share experience and knowledge and take advantage of any potential shared working opportunities.
12. To be a key Council contact on the software supplier user groups and forums.

OVERALL

1. To observe the Councils' standing orders, financial regulations and other corporate working policies, practices and requirements
2. To observe and promote all appropriate Health & Safety guidelines and requirements.

3. To adhere to and ensure staff adhere to all aspects of the Councils' Equal Opportunity Policy, in order to comply with the law and maintain good employee relations.
4. To adhere to all aspects of the code of conduct regarding the performance of the post holder's duties.
5. To ensure that priority is given to the implementation of "key tasks" identified by the Councils and to ensure that the section contributes promptly to the implementation of key tasks.
6. Undertake all duties in accordance with Council policies, especially those relating to Customer Care and Equal Opportunities.
7. Undertake such other duties as may reasonably be allocated to the post holder, which will involve assisting members of the finance department as required.
8. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
9. Always promote the service and Council positively.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	Derek Mansfield
Signature:	
Date:	
Executive Head of Service (Print name):	Sarah Gobey
Signature:	
Date:	