



Job description	
Job title	Accountant (Generic Post)
Grade	Grade L M (SCP 32 to SCP 35)
Directorate	Resources
Section/team	Financial Management Service
Accountable to	Principal Accountant/ Other Colleagues as required
Responsible for	N/A
Date reviewed	1 September 2021

Purpose of the Job

The post holder will provide and manage the delivery of financial management support to clients on behalf of the Executive Director (Resources). Further explanation of how the competencies set out within this job description relate to an individual's role and responsibilities can be obtained from the individual's line manager.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

GRADE L

- 1) Accounting
 - a) Lead the completion of core financial processes such as budget preparation, budget monitoring, closure of accounts, preparation of grant claims and compilation of financial statements and returns.
 - b) Demonstrate a thorough understanding of how local government accountancy requirements impact upon financial advice and support.
 - c) Support the production of the Council's annual accounts, providing quality assurance on the integrity and accuracy of information provided; the accuracy and adequacy of working papers for external audit; and working within the final accounts timetable to meet deadlines.
 - d) Lead the use of the Council's financial information systems to ensure high quality management information to meet client and / or Borough Treasurer's requirements.



- e) Interpret and monitor the financial implications of client projects, service plans, policies and strategies.
- 2) Managing Client Relations
- a) Lead the provision of financial management advice to clients on a day to day basis.
 - b) Provide robust challenge to the client on the financial aspects of service proposals and the interpretation of financial management issues.
 - c) Lead the reporting process to clients on relevant financial management issues.
 - d) Ensure that advice to clients reflects an in-depth understanding of issues affecting specific client services and relationships to the client as a whole.
 - e) Effectively represent the team at working groups / meetings including external partnerships and special projects.
 - f) Advise on relationships to the wider roles of the Financial Management Service when undertaking tasks and providing advice to clients.
 - g) Work with clients (including third parties / external service providers) to ensure the effective financial management of services, projects, partnerships, pooled budgets and other joint funding arrangements.
 - h) Demonstrate an understanding of how issues affecting client services may affect the authority as a whole.
- 3) Supporting Team Performance
- a) Ensure that relevant information is available to clients in accordance with agreed timetables.
 - b) Produce appropriate written reports and financial statements to a high quality requiring minimal amendment by managers.

GRADE M - as Grade L plus:

- 1) Accounting
- a) Effectively complete tasks on a regular basis without the need for supervision or correction by manager.
 - b) Make recommendations for improving adherence to local government accountancy standards when providing advice and support.
- 2) Managing Client Relations
- a) Advise on relationships to the wider roles of the Financial Management Service and the Borough Treasurer's function when undertaking tasks.
 - b) Make recommendations for improvement on financial management issues, the optimisation of resources, improvements in service delivery and improving value for money.
- 3) Supporting Team Performance
- a) Originate, develop and implement appropriate improvements in the quality and efficiency of tasks.



- b) Train and develop other members of the team to equip them with the competencies required at their grade.

General Competencies of the Grade

Grade L

- 1) Communication Skills
 - a) Maintain good working relationships with all clients to promote confidence in the team's services and employees.
 - b) Demonstrate effective oral and written communication skills commensurate with the grade that promote confidence in the service.
 - c) Participate in meetings in a positive and proactive manner.
 - d) Manage relationships and communications with clients in a diplomatic and professional manner.
 - e) Demonstrate awareness & knowledge of local government political influences and governance.
- 2) Positive Approach
 - a) Deliver the requirements of the grade effectively, and with a positive and proactive attitude.
 - b) Demonstrate a professional, effective and efficient approach to time management and individual performance.
 - c) Contribute to improving the delivery of high quality services to clients, on time and to customer satisfaction.
 - d) Be willing to work additional hours during certain times of the year (to be managed within the Council's flexible working arrangements).
- 3) Ability To Manage Own Performance
 - a) Undertake the timely and accurate completion of tasks in accordance with agreed deadlines.
 - b) Organise, manage and prioritise own workload.
 - c) Demonstrate effective prioritisation and delegation of tasks within the team.
 - d) Deal with requests for assistance from clients and where necessary channelling requests to appropriate person(s).
 - e) Undertake performance management with line manager identifying appropriate targets and demonstrating continuous professional development.
- 4) Ability To Work As Part Of A Team
 - a) Provide flexible and appropriate support commensurate with the grade to officers across the Financial Management Service.
 - b) Undertake other appropriate duties determined by managers that are consistent with the grade and which contribute towards the achievement of the Financial Management Service's objectives and the personal development of the individual.



- c) Support the effective and efficient management of the finance function.
- 5) General
- a) Uphold equal opportunities in employment, in advice and in service delivery and comply with all requirements of Council Policy, taking appropriate action where necessary.
 - b) Ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities.
 - c) Use equipment as instructed and trained and inform management of any health and safety issues which could place individuals in danger.
 - d) Observe and promote compliance with the Council's Contract and Financial Procedure Rules.

Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.