



JOB DESCRIPTION

Job Title:	Accounts Assistant	Job Number: (Official use ONLY)	
Department / Service:	Finance	Main location: (i.e. where primarily based)	Council Offices, Farnborough Road, Farnborough GU14 7JU
Hours of Work:	37	Post Restrictions: (e.g. politically restricted and/or sensitive)	None
Grade & Salary Band: (where appropriate)	G3 £23,194 to £28,371	Regulated Activity: (i.e. DBS check required)	None
Job Purpose: (i.e. Context & summary of why the role exists)	To support the Service Accountants and Financial Services Team with weekly/monthly/year-end tasks		

Main Accountabilities/Responsibilities

1	<p>Purchase Ledger – one day per week</p> <ul style="list-style-type: none"> To register and check invoices to ensure the correct amount is paid to the correct creditor on time To process invoices to the ledger when authorised Enter and approve proforma payments including CHAPS/Faster payments Scan and attach documents within the Financial Management System Set up new suppliers Sort and distribute incoming post, send out remittances and accompanying letters. To provide holiday and sickness cover for the purchase ledger assistants
2	<p>Cash Receipting</p> <ul style="list-style-type: none"> Learn the main aspects of the role to enable provision of holiday and sickness cover for the Accounts Assistant - Banking Responsible for analysis and journal creation for procurement cards – reconciliation of outstanding balance un-journalled at month/year end, chasing supporting documentation etc. Assist in reconciling the cash suspense account in a timely manner
3	<p>Support the service accountants</p> <ul style="list-style-type: none"> Enter journals received from service areas onto the financial management system Responsible for various month/year end reconciliations including control and holding accounts Budget virement and supplementary expenditure journal Compiling the annual electronic budget book

	<ul style="list-style-type: none"> Assisting service accountant with salary monitoring
4	Transparency – monthly production of transparency reports in a timely manner for uploading to Council’s website
5	Annual production of accounts for: <ul style="list-style-type: none"> Trust land Social club

Other Responsibilities/Accountabilities

1	Actively promote and model the council's desired behaviours.
2	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
3	Safeguard and promote the welfare of children and vulnerable adults and ensure all staff understand and work within the Safeguarding policies of the council.
4	Undertake any other duties that are commensurate with the requirements of the post.

Section B: Staff Reports & Responsibilities

Direct Reports	Job N ^o	Title	Grade	Level of mentoring, supervision and/or responsibilities
Responsible to		Principle Accountant - Business Partner	G6	

Section C1: Budget, business planning and/or cash handling responsibilities

Duties, Tasks & Activities	Budget (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	Indicative frequency (i.e. how long)
None		

Section C2: Income responsibilities including bidding for grants

Duties, Tasks & Activities	Income level(s) (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	Indicative frequency (i.e. how long)
None		

Section D: Working Conditions & Environment(s)

Duties, Tasks & Activities	Summary of work environment(s) and conditions or people related behaviour	Indicative duration (i.e. how long)
Usual office environment	Normal office conditions	less than 10%

Section E: Additional Duties, Tasks and Activities

Duties, Tasks & Activities	(E)ssential or (D)esirable
Providing cover for other wider team members	E

Section F: Corporate Standards

All employees must comply with the council's Values and its corporate policies including HR policies and procedures, ICT Acceptable Use Policy, Health and Safety policies and Data Protection.

Section G: Knowledge, Experience & Technical Competencies

Skills, Abilities, Qualities & Attributes (NB: Verification may be required)	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Experience in use of Microsoft Office products especially excel	E	T
Ability to investigate unexpected/unknown receipts by liaising with colleagues in other departments to in	D	AI
Experience of reconciliation procedures	D	AI
Ability to work alone and prioritise individual tasks	D	AI

Section H: Qualifications and Training

Skills, Abilities, Qualities & Attributes (NB: Verification may be required)	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Maths & English GCSE	E	A/I

Section I: Interpersonal & Communication Skills and Core Behaviours

Skills, Abilities, Qualities & Attributes	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Influencing Skills: Ability to develop effective working relationships with colleagues and gain mutual respect, with a strong customer focus	E	A/I
Inter-Personal Skills:		
Excellent communication skills	E	A/I
Good attention to detail	E	A/I
Self-motivated	E	A/I
Good organisational skills	E	A/I
Analytical and problem-solving abilities	E	A/I
The ability to meet and manage deadlines, working in a sometimes-pressured environment	E	A/I
Flexibility and adaptability: Ability to adapt readily to change and to work effectively in a variety of situations, groups or with individuals	D	A/I
Motivation to continually develop personal skills and knowledge – willing to potentially study for AAT qualifications	E	A/I

Section J: Physical Skills

Skills, Abilities, Qualities & Attributes	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Keyboard Skills	E	A/I