

Job Description and Person Specification

Role: Accounting Technician



Job Description

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| Job Title | Accounting Technician |
| Grade | 5 |
| Service | Financial Management |
| Reports to | Accountant/Lead Accountant |
| Location | Friargate |
| Job Evaluation Code | |



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To provide day to day accounting support in ensuring the provision of effective financial planning, information and advice.

Main Duties & Key Accountabilities

Core Knowledge

Budget management

Support the delivery of all activity driven by the Annual Financial Cycle including budget monitoring & management, final accounts, budget estimates and financial control.

Ensure the accuracy and completeness of all financial information through analysis and challenge.

Provide support to designated budget holders so that their financial responsibilities are delivered.

Provide flexible support to the Business Partner function in the delivery of their activities.

Financial Accounting

Contribute to the production of financial accounts to appropriate professional standards and input into the overall corporate processes to produce good quality financial statements.

Financial Planning and Control

Provision of timely financial management information, advice and guidance to managers, other internal clients and external stakeholders.

Understanding the service objectives of designated areas, in order to provide effective financial support.

To promote value for money and efficiency throughout all areas of the Council's operation and to look for opportunities for innovation both in

the operation of the finance function and in the activities of relevant service areas.

Business Information

Responding to ad-hoc requests for financial management information.

Support the development of financial models to inform financial analysis.

Support the provision of financial information, guidance and advice to Finance customers.

Provide proactive financial analysis and business option support,

General

To represent Financial Management on ad-hoc working groups, project teams, and other forums as appropriate.

Provide professional finance support as required.

To participate in financial management training and development activities.

To undertake all duties and responsibilities in accordance with Professional Accounting Standards

Any other duties and responsibilities within the range of the salary grade.

Key relationships

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| External Suppliers; external partners as required. | Internal Service Manager, Budget Holders & Financial Management colleagues |
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

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| Staff managed by postholder: None |
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Person specification

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| Job Evaluation Code | |
| Knowledge | |
| Accounting principles and practice and their application | |
| Understanding and commitment to equal opportunities and how this is applied to financial strategies and policies | |
| Computerised financial systems, including word processing, spreadsheets and accounting systems. | |
| Awareness of financial administration processes and procedures | |
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| Skills and Abilities | |
| High level of numerical, and analytical skills | |
| Good written and oral communication skills to include production and presentation of complex financial models and reports for technical and non-technical audiences. | |
| Able to analyse and use financial data and provide sound financial management advice. | |
| Able to deal with conflicting priorities and work to policy and operational objectives and timescales. | |
| Able to develop and foster good customer relationships | |
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| Experience | |
| Of work in a financial environment where policy considerations are important. | |
| Support to managers in discharging their financial responsibilities. | |
| Effectively prioritising and planning workloads | |
| Providing high quality and accurate financial and statistical information | |
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| Qualifications |
| Fully Qualified AAT – Association of Accounting Technicians (or actively studying towards) |
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| Special Requirements |
| This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. |

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| Date Created | August 2023 | Date Reviewed | September 2024 |
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