



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Accounting Technician

Job Number: S8001S

Service: Financial Management

Grade: 5

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.

Job Purpose:

To provide day to day support to Line Manager in ensuring effective financial planning, advice and management. This will cover either part of a Division, or a specific thematic area e.g., budgetary control, capital programme

Main Duties and Responsibilities:

1. Day to day supervision of support staff, where appropriate.

2. Financial Planning

To have an input to financial planning for specific areas of responsibility. This will include inputting as appropriate into the annual budget setting cycle, and monitoring that planned savings are delivered across the relevant Directorate.

3. Financial Management and Budgetary Control

To ensure that for the area of the post's responsibility, arrangements for financial management and budgetary control are effective.

4. To input into financial management for a specific thematic area.

5. To ensure that financial management and budgetary control processes are being followed.

6. Financial Accounting

Assist in the production of financial accounts across their area of responsibility to prescribed professional standards and for inputting into the overall Corporate processes to produce good quality financial statements.

7. To ensure that the area of responsibility meets its requirement to complete Government, statistical and other financial returns within the overall agreed Corporate processes to prescribed professional standards.

8. Financial Advice

To provide financial advice to budget holders and managers.

9. Financial Administration and Audit

To ensure that arrangements across the area of responsibility meet prescribed professional standards and corporate requirements in relation to financial administration and audit requirements.

10. Support for the Director of Finance and ICT and head of Financial Management

At a technical level, provide support to the Line Manager to deliver their overall responsibility for sound financial management in the City Council to prescribed professional standards.

11. Performance Management and Development

To contribute to the implementation of the Operational Plan for the Financial Management Division and/or relevant service area.

To develop the scope of the job in a way which will contribute to its and the team's effectiveness.

12. Value for Money and Efficiency

To promote value for money and efficiency throughout areas of the post's responsibility, and to look for opportunities for innovation in the operation of the finance function.

13. Training

To help identify training needs within the team.

14. To provide training to staff in the team and in the Directorate (e.g. budget holders) on an ad hoc basis.

15. To take part in continuing professional development training for finance staff.

16. Deputising

To deputise as appropriate for their Line Manager.

17. Representation

To represent Finance and ICT at ad hoc working groups, project teams, and other forums as appropriate.

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

The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:

Responsible to: Senior Accountant

Date Reviewed:



Coventry City Council

Person Specification

Job Title:	Accounting Technician	Job Number:	S8001S
Service:	Financial Management	Grade:	5
Location:			

Area	Description	Criteria will be measured by:
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Knowledge:	• Computerised financial systems, including word processing, spreadsheets and accounting systems.	Application / Interview
	• Accounting principles and practice and their application	Interview
	• Awareness of financial administration processes and procedures	Interview
	• Awareness of equal opportunities and its application to the job	Interview

Skills and Abilities:	• Able to demonstrate flexibility when managing and prioritising workloads.	Interview
	• Excellent written and oral communication skills to include writing and interpreting complex financial reports and developing good customer relationships	Application / Interview
	• High levels of numeracy and financial management skills	Interview / Test
	• Able to meet strict deadlines both corporate and operational	Interview
	• Good analytical and advisory skills to support operational managers	Interview

Experience:	• Completing high quality and accurate financial and statistical information	Application/ Test
	• Of working in a similar accounting/ finance environment	Application / Interview
	• Of producing management information and providing financial support to managers	Application / Test

Educational:	<ul style="list-style-type: none">• AAT – Association of Accounting Technicians, or similar experience/qualifications.	Application
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Special Requirements:		
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Date Reviewed:

Updated: