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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Accounting Technician - Housing, Leisure and Community Support Services
<b>DBS check</b>	This post requires...N/A  The aspects of this role that require this level of check are:
<b>Post number</b>	PRN000283
<b>Your team</b>	Finance
<b>You would be based</b>	Civic Centre, Esher
<b>Your line manager</b>	Housing, Leisure and Community Support Services Accountant

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## About the role

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Budgetary Responsibilities: Monitoring the Budget Performance of Leisure & Culture, Housing and Community Support Services

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## The main purpose of the role:

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To support the Housing, Leisure and Community Support Services Accountant in providing comprehensive financial information, advice and support to the Services Directorate and specifically to the Heads of Leisure & Cultural, Housing and Community Support Services.

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## Specific duties and responsibilities

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To assist the Housing, Leisure and Community Support Services Accountant in the preparation of revenue estimates for Leisure & Cultural, Housing and Community Support Services in accordance with approved timescales including the salary estimates for these areas.

To assist the Housing, Leisure and Community Support Services Accountant in the production of final accounts for Leisure & Cultural, Housing and Community Support Services in accordance with approved timescales.

To monitor expenditure and income relating to the Leisure & Cultural, Housing and Community Support Services, highlighting significant variances to the Housing, Leisure and Community Support Services Accountant including salaries monitoring reports.

To prepare and submit, appropriate statistical returns to CIPFA, Government Departments and other organisations.

Ensure all relevant deadlines are met.

To help maintain, update and control the cost code structure relating to Services activities.

To undertake setting up and sending of daily BACS files, setting up adhoc payments via the online banking system, raising purchase orders

To assist with the regular clearance of the error suspense codes in the general ledger.

Liaise with colleagues in all departments as appropriate.

To reconcile control accounts within the postholders area of responsibility.

Attend officer and member working groups as required.

Provide assistance to other sections within the finance section to ensure overall operational efficiency is maintained.

To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Council services.

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Insert title: Accounting  
Technician HL&CSS**

**Post no: PRN000283**

**Team: Finance  
Salary: £25,868 - £36,192**

**Hours: 36 per week  
Car allowance: N/A**

### **Qualifications and education**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
1	Be a qualified AAT <b>OR</b>	E	(A)
2	Part Qualified CIPFA	D	(A)

### **Experience**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
3	Knowledge/experience of Local Authority Accounting	D	(A)(I)
4	Experience in the preparation and monitoring of budgets	D	(A)(I)
5	Experience in analysis of complex financial data	E	(A)(I)
6	Working as part of a team	D	(A)(I)

### **Knowledge, skills and abilities**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
7	High standard of numeracy and accuracy	E	(A)(T)(I)
8	Ability to complete tasks within deadlines	E	(A)(I)
9	Have a good working knowledge of spread sheets and word processing software (Excel & Word)	E	(A)(T)(I)
10	Ability to liaise and communicate effectively with a wide range of people and to convey and receive information accurately with tact and diplomacy	E	(A)(T)(I)

11	Ability to organise and prioritise work effectively, to plan actions in order to meet deadlines	E	(A)(T)(I)
12	The ability to work calmly and effectively under pressure	E	(A)(I)
13	Proven oral and written communication skills	E	(A)(I)
14	Must be able to participate in all training relevant to the post	E	(A)(I)

### Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)