

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

Job Title: Accountancy Technician	Job number: RE0041
Directorate: Resources	Unit: Finance

JOB PURPOSE

To provide professional financial advice, support and information to the Service Managers and budget holders at RBWM.

To inform senior officers including Unit / Service Managers and Directors of the financial implications of matters arising from input to projects.

To ensure that budgets are built, monitored, reported on and closed-down in line with statutory financial regulations. Provision of supporting activity analysis for key budget areas.

To complete statistical and statutory returns as required.

SCOPE OF JOB

Management/Supervision

Line managed by an Accountant who reports to the Lead Accountant.

Level 2

Deputise for an Accountant when required

Budgets (both levels)

Key financial support role to managers - directly underpinning the management of annual budgets.

Contacts

Head of Finance, Chief Accountant, Lead Accountant, Accountant, Service Managers, Budget Holders, Government Departments, Schools (including Bursars, Governors and Headteachers) Inspectors and Auditors – Internal and External, Core Finance Staff; Strategic Partners, external organisations and members of the public.

Strategy/ Policies/Procedures

Accounts & Audit Regulations, SORP; RBWM Finance Handbook.

Decision-making

Need to manage and prioritise own work in a high pressure environment based on information received from the customers (internal and external) to tight deadlines.

Provide information that will influence the decision making of others.

Level 2

Provide information and make recommendations that influence the decision making of others.

Mental demands

In the current financial climate, financial control and efficiency is high profile, putting those giving the advice and support under increased scrutiny and pressure.

Ability to absorb and interpret complex technical information, understand implications and present to non-finance managers both in written form and orally.

Strong problem solving skills in prolonged periods of concentrated focus, to achieve tight

deadlines, often produced from stressful situations.

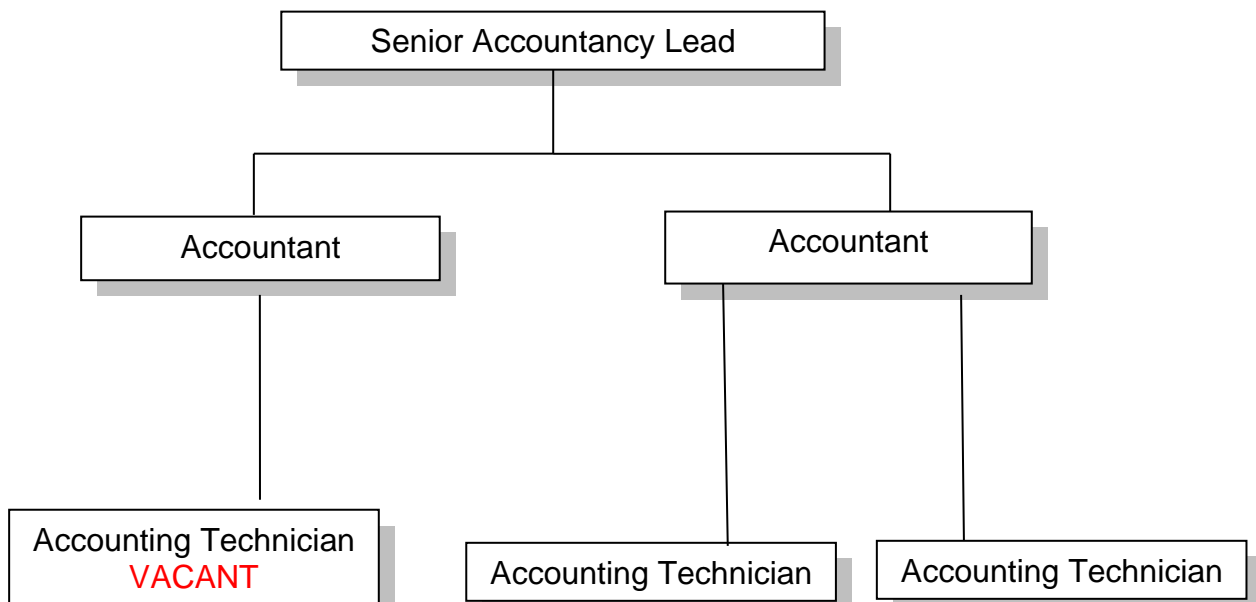
Operates within a highly pressurised service orientated environment where workloads are high and deadlines need to be met within tight resources.

Customers, both internal and external to RBWM expect high level of service, requiring information to be up-to-date and for their enquiry to be handled as quickly and efficiently as possible.

Level 2

Without the need for support, will strive to comply with statutory accounting regulations despite pressure to do otherwise from higher level staff within the organisation.

POSITION WITHIN UNIT STRUCTURE



JOB ACCOUNTABILITIES

Level 1

Attend meetings with managers, head of service and directors to discuss budget and projected outturn and to offer advice on reporting significant variances from budget.

Provide information to aid manager decisions in their service planning.

Develop professional and credible relationships with council service departments at all staffing levels including Directors and Heads of Service.

Develop and maintain a positive working relationship with internal clients and external stakeholders, including public and private sector groups/suppliers alongside promoting good practice.

Liaising and communicating with external customers (including other authorities, central government bodies and the public) in relation to the work of the department, establishing, requesting or providing information and responding to requests

Awareness of the various departments' and other stakeholder's requirements that relate to Finance activities.

Support Accountancy and Financial Control in ensuring Finance is fully engaged with service departments in regard of budget management and any other Finance activities.

Undertake ad-hoc activities in relation to finance and/or departments requirements.

Demonstrate excellent customer service across the various services.

Assist in the training of managers (including up to Director level) in the budget process, including budget monitoring and year end procedures, to reduce the risk of significant variances unexpectedly arising during the year.

Participate in bringing about cultural change and add value by incorporating a lean approach to accounting activities.

Using best practice and responding to all requests and enquiries in a professional, timely and effective manner in line with SLA

Enable cross training throughout the team by sharing information and interacting with and coaching other Technicians and Accountants.

Attend working groups, and be able to present original concepts into a process.

Ensure consistency of delivery and provide a reliable and trustworthy service

Ensure all data is recorded in the financial system correctly to meet standards of quality, time scales and accuracy.

Level 2 (As level 1 – plus)

Significant experience of accounting in each of a minimum of 3 distinct areas of RBWM.

Lead meetings with managers, head of service and directors to discuss budget and projected outturn and to offer advice on reporting significant variances from budget.

Lead non-finance managers through financial processes to ensure accuracy.

Consideration of the bigger RBWM picture and priorities when undertaking any work.

Good understanding of the issues affecting Local Government generally and the potential financial impact of those.

Demonstrate excellent customer service, capacity building, leadership, management practices and performance across the various Services.

Work on more complex financial tasks and projects as determined by the Chief Accountant and Senior Accountancy

Offers advice, gives opinions and presents recommendations.

Lead working groups, be able to present original concepts into a process, implement changes and recognise the good ideas of others.

Deputise for the Accountants when required

Proactive approach to work

Project and Work Management

Together with other members of the Finance Team contribute to cross-functional team working whilst still retaining elements of specialist knowledge.

Support continuous improvement through lean systems thinking.

Level 2

Lead on continuous improvement through lean systems thinking

Working in a Team

Fostering a positive and conducive team culture and contributing to effective collaboration amongst colleagues in Finance Team.

Cross training within the team to ensure continuity of a high level of service and updating of knowledge. This involves coaching of other team members in working methods to achieve a generic approach and to avoid bottle necks and wastage.

Level 2

Sharing best practice and striving for continuous improvement.

Managing Self

Level 1

Actively demonstrate commitment to own continuous professional development (CPD) and knowledge of 'best practice' in the financial management field.

Able to work under pressure in a mentally challenging and demanding role.

Ability to cope with competing demands and deadlines.

Level 2 (As above plus)

Continuously strengthening skills required for effective financial strategic management and problem solving.

Strive to continuously improve own performance.

Health & Safety – (Both Levels)

To ensure compliance with Health and Safety regulations.

To respond to new Health and Safety guidance as and when required.

Equality of Opportunity – (Both Levels)

Through personal example and action ensure that staff/team/service operates within the Council's Comprehensive Equality policy.

Any other duties appropriate to the post and grade.

SPECIFIC TASKS

Ensure Revenue and Capital expenditure is, budgeted, accounted for, monitored and reported within agreed timetables and in accordance with professional and statutory guidelines.

Assist with the budget setting process and the compilation of annual budgets in relation to specialist service areas as requested, to ensure the budget is set as stated in the Medium Term Plan.

Assistance with year end closedown in respect of service areas as directed or proactively initiated.

Regular review of the relevant accounts on the general ledger and the investigation of matters that arise out of these reviews as part of a regular budget monitoring process.

Regular liaison with service managers, and budget holders to provide advice and support on financial matters as necessary.

Assist in completion of statutory returns. E.g. RO, (These are returns that are required by central government used to determine the funding allocation we receive and in benchmarking).

Statistical analysis, calculation of unit costs, comparison with other organisations, and the generation of data for annual statistical returns and benchmarking information.

Provide financial data to answer Freedom of information requests.

Undertake work on specific projects or assist senior service managers by providing financial advice as a finance representative on a Project Team.

Ensure customer relationship management tool is integrated as part of day to day routine and that it accurately captures useable performance data.

Develop skills to be an active member of a generic team.

Level 2 (As above plus)

Lead in the completion of statutory returns. e.g. RO, RA (These are returns that are required by central government used to determine the funding allocation we receive and in benchmarking)

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	<p>Level 1: Accountancy qualification - technician (AAT) level or above.</p> <p>Level 2:As level 1 plus: Significant accounting local government experience</p>	<p>Post Degree Professional qualification in UK accounting (i.e. CCAB, CIMA or overseas equivalent).</p> <p>Demonstrable Post Qualification Development.</p>	Application/ Interview/ Assessment
Job Competence summary (knowledge, skills, abilities, experience)	<p>Level 1: Able to demonstrate previous experience at a relevant level.</p> <p>Able to communicate complex finance issues in a clear concise way to all levels of the organisation.</p> <p>Able to create engagement and positive working relationships with service managers, heads of service, directors and strategic partners.</p> <p>Able to prioritise own workload and work to internal and external deadlines.</p> <p>Excellent Microsoft Excel spreadsheet skills and other office applications.</p> <p>High level of numeracy and accuracy.</p> <p>Able to work under own initiative.</p> <p>Able to work under high mental pressure to achieve regular and periodic tight deadlines.</p> <p>Ability to cope with competing deadlines.</p>	<p>Some specialist knowledge of services, including: Adult & Community, Children's Services, Environmental Services, PPP and Resources</p> <p>Able to actively contribute to lean systems development helping to develop efficient and effective financial processes.</p>	Application/ Interview/ Assessment

	<p>Excellent use of Corporate finance systems.</p> <p>Ability to contribute to cross-functional team working – both being quick to learn and explain clearly.</p> <p>Able to assist in delivering formal training to non-financial managers.</p> <p>Commitment to maintaining and understanding the meaning of confidentiality at all times.</p> <p>Able to assist in the completion of statutory returns</p> <p>Level2:As level 1 plus: Significant experience of accountancy within a Local Government setting.</p> <p>Able to work proactively and under own initiative in order to achieve positive outcomes.</p> <p>Ability to deputise for Accountants as required.</p> <p>Ability to work flexibly with minimal supervision in a pressurised environment.</p> <p>Able to work on more complex tasks as determined by the Accountancy Team Leader.</p> <p>Awareness of the bigger picture and impact of decisions.</p> <p>Advanced excel skills and ability to coach others.</p> <p>Able to assist in the development and delivery of formal training to non-financial managers.</p>	<p>Knowledge of relevant legislation.</p>	
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	<p>Working Together Contributes to effective teamwork:</p> <p>Communicates proactively to achieve shared outcomes</p> <p>Understands and supports others</p> <p>Adaptability Aligns behaviour to the needs / priorities / goals of their organisations as a whole:</p> <p>Deals and copes with change</p> <p>Recognises and manages pressure</p> <p>Deals with ambiguity</p>		Application/ Interview/ Assessment
Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)	Flexible approach to working hours to meet and accommodate critical deadlines.		