



<b>Post title</b>	<b>Accounting Technician</b>
<b>Division / Section</b>	<b>Financial Services</b>
<b>Department</b>	<b>Resources</b>
<b>Responsible To</b>	<b>Senior Accountant / Principal Treasury and Banking Manager</b>
<b>Number of post holders</b>	<b>16</b>
<b>Acting up/ Secondment</b>	<b>No</b>

### **Purpose of Job**

Undertake a range of projects/areas of work within and across the following areas of operation:

- Securing stewardship and safeguarding public money
- Financial strategy and planning
- Budget development
- Budget monitoring
- Preparation of annual statutory financial statements
- Financial accounting
- Financial advice and support
- Best value and value for money
- Major projects and transformational change
- Promotion and delivery of good financial management
- Control of financial systems
- Management information
- Treasury management

The post has responsibility in supporting the Head of Finance / Chief Financial Officer to discharge his / her S95 duties.

### **MAJOR TASKS/JOB ACTIVITIES**

Assist in a range of projects/areas of work ensuring outcomes are delivered on time and to a high standard.

Provide services to client departments within the council and identify and resolve financial issues to drive business performance.

Identify financial issues for implementation which will improve organisational and individual effectiveness.

Provide financial advice, in line with council policy, procedure and values while minimising any potential risks.

Support the implementation of good financial management and robust internal controls so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

Ensure that system controls and processes meet legislative requirements, business needs and contractual obligations.

Assist in the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups.

Identifies opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment particularly during a time of restructure.

Support the Council's democratic process, including Executive Committees and Neighbourhood Partnerships, meetings of the Council and Elected Members etc.

## **Supervision and Management of People**

### **(Numbers and type of staff)**

The post will be expected to train other members of staff (including Trainee Accountants) in their own area of work.

### **Creativity and Innovation**

The post will assist in developing and implementing proposals relating to a range of financial issues.

This will involve solving a range of financial issues and giving advice based on technical/specialist knowledge.

The post will challenge and review existing processes and tasks to eliminate non-productive tasks and introduce more efficient and effective ways of working.

## **Contacts and Relationships**

Contacts will relate to the delivery of a specialist service and the provision of specialist advice on financial issues. As such the post will have some authority in the provision of technical/specialist advice relating to their area.

The post will work with other internal departments and a range of external bodies and this will result in a range of outcomes with implications for the overall service and client departments.

### **Decisions (Discretion)**

The post will make recommendations to budget and service managers in relation to financial issues and services covering the entire council.

The post will provide advice, recommendations and proposals to budget managers relating to policy, service practice and provision for a specialist service impacting across the council.

The post will develop and promote ways to mitigate financial risks, for example, through recommending action to reduce expenditure / increase income; or through development of improved management information to assist monitoring of key risks. The post will also monitor specific budgets, investigate variances or discrepancies and report / make recommendations on issues where action is required to address these.

### **Decisions (Consequences)**

The post will make recommendations to service managers, based on regular review of financial performance. This advice can lead to action being taken to ensure that budgets are not overspent and that services are delivered within approved budgets.

The post will provide advice to service managers in relation to the affordability of certain spending proposals. For example, advice can influence whether a service decides to adjust staffing levels or purchase operational equipment.

### **Resources**

The post will not normally be responsible for non staffing budgets. The post will have shared responsibility for the security and maintenance of council wide information systems.

The post is responsible for dealing with sensitive and confidential information in a professional and diligent manner.

### **Environment – Work Demands**

The post will prioritise workload in accordance with strategic priority outcomes, changing circumstances and consideration of financial risks. There is a requirement for timely and accurate information to be provided, often at short notice, on significant matters.

Occasional weekend and / or out-of-hours work may be required.

### **Environment – Physical**

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

### **Environment – Working conditions**

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

### **Environment – Work Context**

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

The post may be required to visit a range of Council offices and sites.

### **Knowledge and Skills**

A full Accounting Technician (MAAT) qualification - Level 4 Diploma in Accounting (Scotland level 8) - or equivalent is required. Where the post reports to the Principal Treasury and Banking Manager, the Chartered Institute for Securities and Investment's Investment Operations Certificate is required. Where an individual does not possess these qualifications or equivalent, relevant experience / demonstrated competence may be taken into account in place of the formal qualification requirements.

The post will also require to undertake complex tasks in a wide range of activities requiring the possession of a high degree of professional skill, expertise and judgement. The post will also require additional expertise in one particular area of operations but must also have the knowledge and skills to undertake responsibility for the other areas as well.

The post should be customer / client focused and demonstrate a high standard of care and interpersonal skills.

### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

### **Organisation Structure**

See attached - specific to area of operation.