

## Folkestone & Hythe District Council Job Description

<b>JOB DETAILS</b>	
<b>Job Title</b>	<b>Assistant Accountant</b>
<b>Service Area / Team</b>	<b>Finance</b>
<b>Reports to</b>	<b>Accountant</b>
<b>Grade</b>	<b>TBC</b>
<b>Politically Restricted Post</b>	<b>No</b>
<b>DBS Requirement</b>	<b>Basic</b>

<b>ROLE PURPOSE</b>
<ul style="list-style-type: none"> <li>➤ To provide high quality professional financial support and advice to the Council at both Officer and Member level.</li> </ul>

<b>KEY TASKS AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>➤ To be a member of and provide input to the Finance Team in a climate of continuous improvement and change.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To be responsible for the financial aspects of a service area as assigned by the Chief Officer and/or Chief Accountant.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To provide relevant input to the finance functions carried out in Finance Team including budget preparation, forward planning, final accounts, capital finance and returns.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To be the finance lead on various projects across the council.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To liaise with Accountants to prepare budgets and allocations, and final accounts.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To provide support to the appropriate Accountant or relevant services which may include, but is not limited to, the following: <ul style="list-style-type: none"> <li>i. Completing high level government returns by statutory deadlines eg Whole Government Accountant (WGA), Revenue Outturn (RO) &amp; Revenue Actual (RA) and Treasury Returns.</li> <li>ii. Assisting in the production of final accounts by the statutory deadline (eg expenditure and financing analysis, IAS19 adjustments, balance sheet controls and auditor queries.</li> <li>iii. Preparing monthly salary, PAYE, NI and pension control accounts.</li> <li>iv. Assisting with the s106 and CIL monitoring, budgeting and reporting ensuring that the process is delivered in an efficient manner with high levels of service to all customers.</li> <li>v. Assisting with the preparation and submission of the Councils VAT financial and legislative requirements, ensuring all returns are completed on time with minimal voluntary disclosures.</li> <li>vi. Completing credit card monthly returns.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>➤ To assist in the preparation of budgets in accordance with the approved budget timetable including: <ul style="list-style-type: none"> <li>i. Reviewing salary estimate calculations with budget managers.</li> <li>ii. Reviewing growth and savings proposals.</li> <li>iii. Reviewing fees and charges with budget managers.</li> <li>iv. Calculating annual contract inflation.</li> </ul> </li> </ul>

v.	Preparing centrally determined costs including insurance, mobile phones and expenses costs
➤	To monitor budgets and review accuracy of coding in accordance with the prescribed deadlines, including: <ul style="list-style-type: none"> <li>i. Monitoring expenditure and income projections against budgets and provide a robust challenge to budget managers where necessary.</li> <li>ii. Meeting with relevant budget managers and heads of service to review and agree their projections, including salaries, and identify and resolve queries.</li> <li>iii. Ensuring budget variations are reported in a timely manner in accordance with the Council's constitution and Financial Procedure Rules.</li> </ul>
➤	To provide financial information and advice, summary briefings including the financial implication on CLT reports, and detailed analysis to service managers and budget holders.
➤	To maintain and reconcile specified control accounts in accordance with agreed timescales (ie debtors / creditors / bank).
➤	To contribute to the Council's fees and charges schedules including liaison with Budget Managers and preparation of schedules for agreement and publishing.
➤	To assist in the production of information for Freedom of Information and Public Inspection requests.
➤	To process and calculate internal recharges
➤	Monitor the Members Expenses budget, including reconciling and preparing quarterly statements for publishing, in accordance with statutory requirements.
➤	To provide support to the wider Finance Team, including HRA, Oportunitas, Charities, Projects, Capital & Treasury when requested.
➤	Monitor income grants and maintain schedule, including Housing Benefit Subsidy.
➤	Support the Finance Officer (Transactions) team as and when required.
➤	Monitor the Staff Hub and action relevant financial requests in a timely and efficient manner.
➤	To carry out any other related duties as may be directed from time to time by the Chief Officer or Chief Accountant.

## **SPECIFIC ROLE DEPENDENT TASKS**

### Assistant Accountant – Capital & Treasury / Projects

- To assist in maintaining the Council's Fixed Asset Register including updating it for new or enhanced assets, asset disposals, valuation changes, depreciation and impairments and also reconciling to the ledger.
- To complete statutory returns such as the monthly borrowing and lending return and quarterly Capital Payment and Receipts return for submission to MHCLG in accordance with prescribed timescales.
- Assist the Principal Accountant (Capital & Treasury) with the completion of the annual Capital Outturn and Capital Estimate Returns.
- Undertake Treasury Management tasks including the daily monitoring of the Council's bank account, performing borrowing and investing activity in accordance with the approved strategy, practices and procedures, checking cash flow, monthly reconciliation of loans and investments, setting up online payments and providing information to the Principal Accountant (Capital & Treasury) for ongoing monitoring.
- Arrange regular budget monitoring meetings with budget managers to review capital budgets, expenditure and income
- Assist with the preparation of Capital annual budget setting reports and the preparation of the capital budgets and Medium Term Capital Programme

- Assist the Principal Accountant (Capital & Treasury) with the preparation of Capital annual budget setting reports and the preparation, updating and maintaining of the capital budgets and Medium Term Capital Programme
- Provide support to the external audit process for the statement of accounts
- Provide support to the closure of the accounts and preparation of the statement of accounts for the Asset Register, Treasury Management and Capital Programme
- Support the preparation of financial information and forecasts in relation to Capital and Treasury Management for inclusion in Council strategy documents
- Monitor and report on Capital Grants Schedule and Capital Receipts
- Monitor and process capital salary recharges / capitalisation of staffing costs

#### Assistant Accountant – HRA / Oportunitas, s106, CIL & Charities

- Arrange and attend regular budget monitoring meetings with budget managers to review the HRA revenue and capital budgets, expenditure and income.
- Assist with the preparation of HRA annual budget setting reports and the preparation of the HRA revenue and capital budgets
- Provide support to the closure of the HRA accounts and preparation of the HRA statement of accounts
- Provide support to the external audit process the statement of accounts
- Support the preparation of financial information and forecasts in relation to the HRA for inclusion in Council strategy documents
- Complete monthly rent reconciliations investigating and resolving any variances between the financial and housing rents system
- Setting up bankline payments
- Ensure that timely and accurate information relating to housing stock is published on the FHDC website
- Support the reconciliation of s106 / CIL income, ensure CIL payments are made to Parish Councils / Kent County Council by the required deadline.
- Prepare the financial information for quarterly s106 / CIL monitoring meetings.
- Provide indexation calculations to Planning Officers for s106 / CIL payments as required.
- Provide s106 / CIL figures to relevant Planning Officers for publication on website and inclusion in reports.
- Monitor income and expenditure for the Council's subsidiary company, including recharging appropriate costs to / from the council, preparing quarterly VAT returns, preparing interim financial accounts for Board meetings, producing the year-end company accounts and assisting with the audit process.
- Support VAT tasks including reconciling and calculating the monthly VAT return, calculating the annual partial exemption figure, dealing with coding errors and specific service area arrangements, providing guidance on VAT and liaising with external VAT consultants.
- Arrange and attend regular budget monitoring meetings with relevant budget managers to review the Oportunitas, s106, CIL & Charities budgets, expenditure and income
- Raise purchase orders for Town and Parish councils and KCC on orders from the Strategy and Policy (Planning Infrastructure) Specialist
- Raise and input invoices, perform reconciliations, complete accounting returns, process payments, maintain master data, and maintain accurate accounting records using Quickbooks, including year-end journals.
- Attend Board meetings, liaise with external parties, including external audit, valuers and/or the managing agents

- Raise and input invoices, perform reconciliations, complete accounting returns, process payments, maintain master data, and maintain accurate accounting records using Quickbooks, including year-end journals.
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#### **CORPORATE EXPECTATIONS**

- Adhere to the council's safeguarding policies and procedures and undertake relevant training to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by considering their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

## Folkestone & Hythe District Council Person Specification

### Post Title: Assistant Accountant

#### Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths.</li> <li>▪ Financial qualification or recent and relevant experience that demonstrates finance proficiency.</li> </ul>			
	<b>Desirable</b> <ul style="list-style-type: none"> <li>▪ Higher professional qualification.</li> <li>▪ Have undertaken other relevant training or hold other relevant qualifications (eg AAT)</li> </ul>			
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ 2 years recent and relevant experience within a financial environment, ideally within local government</li> <li>▪ Experience of working in a customer facing environment.</li> <li>▪ Detailed knowledge and experience of operating MS Office systems such as Microsoft Word, Excel and Outlook.</li> <li>▪ Experience of computerised financial information systems.</li> <li>▪ Experience of budget setting, monitoring and closing of accounts.</li> <li>▪ Knowledge of basic accounting principles.</li> </ul>			

	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Previous experience of local government final accounts</li> <li>▪ Experience of Treasury management</li> <li>▪ Knowledge of VAT and how it applies to local authorities</li> </ul>			
<p><b>Skills and Abilities</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Ability to work as part of a team</li> <li>▪ Ability to operate on own initiative with minimal supervision</li> <li>▪ Excellent written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums.</li> <li>▪ Ability to communicate financial issues with non-accounting staff</li> <li>▪ High level of attention to detail and accuracy</li> <li>▪ High level of self-motivation and a drive for high achievement</li> <li>▪ Competent user of IT, particularly Microsoft Office</li> <li>▪ Proactive and committed to continued service and personal development</li> <li>▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times.</li> <li>▪ Ability to demonstrate a professional and customer orientated approach</li> <li>▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels</li> <li>▪ Ability to analyse financial data and present to non-financial recipients.</li> <li>▪ Willing to take a flexible approach to duties to support the team</li> </ul>			
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Ability to develop creative and innovative solutions to meet customer needs</li> </ul>			