



Role Profile

ACCOUNTING TECHNICIAN

Reference No.	A4106	Type	Individual
Service	Financial Services		
Job Family	Professional	Grade	FC7

Purpose

The principal purpose of this post is to assist with the provision of an accounting and financial information service to the Council. It is one of a number of accounting technicians within the Council and may be subject to rotation. Accordingly, the main responsibilities are generic over a range of services and are not representative of a single post.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Assisting in the preparation of financial information for the annual capital and revenue budgets;

Assisting in the preparation of regular revenue and capital monitoring reports for a range of Council services;

Assisting in the production of draft accounts for inclusion in the Council's Annual Abstract of Accounts and Financial Statements;

Providing advice and assistance about financial matters to non-financial budget managers;

Assisting in the training and use of financial systems;

Assisting in the preparation and vetting of financial statements as required;

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF Level 7, which includes HNC or Advanced Highers or equivalent. Specifically for this post it would be an HNC in Accountancy or equivalent

Knowledge of MS Office package, particularly Excel and Word

Numerical Skills

Communication skills, both verbal and written

Has a positive attitude

Can meet deadlines

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting in the completion of grant claims and various statistical and analytical returns as necessary to ensure full entitlement to various sources of funding;	Can use own initiative	<input checked="" type="checkbox"/>	
Assisting with the reconciliation of financial ledgers, taking corrective action as required or as requested by line managers;	Experience of working in an accounting environment	<input checked="" type="checkbox"/>	
Ensuring compliance with the financial regulations of the Council in any activities you are involved in;	Ability to work as part of a team	<input checked="" type="checkbox"/>	
Undertaking such other duties as might reasonably be expected to fall within the remit of the post and/or relinquish any of the above duties as may be determined from time to time.	Educated to SCQF Level 8, which includes HND or SVQ Level 4 or equivalent. Specifically for this post it would be an HND in Accountancy or equivalent		<input checked="" type="checkbox"/>
The post-holder may be allocated or rotated to any of the various teams within Financial Operations. Depending on which team this is, the following list, which is not comprehensive, indicates specific areas of work that may be reasonably expected:			
Assisting in the development of financial systems to meet the needs of the specific needs of the Council's services;			
Assisting in the day-to-day management and control of the financial ledger system, ensuring that income and expenditure are accounted for correctly and that code structures are reviewed on a regular basis;			
Assisting in the development and maintenance of Central Support costs in accordance with CIPFA guidelines;			
Helping with the implementation and maintenance of the Council's scheme of devolved management as appropriate;			
Scrutinising the annual financial statements of voluntary organisations and providing comments as required.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results