

## PROBATIONARY ACCOUNTANT

Reference No.	XX3063	Type	Individual
Service	Finance		
Job Family	Professional 2	Grade	FC8

### Purpose

To provide a professional accountancy, financial monitoring, budgeting and advisory service to a designated range of the Council's services, under the direction of Accounting Team Leader to reflect their newly qualified status within the organisation. The development of financial systems and processes, the provision of financial training, and the continued improvement of financial and management information are also key components of the job.

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

Preparing financial information with particular reference to:

- The annual revenue and capital budgets
- Regular revenue and capital monitoring reports for a range of Council services
- The production of draft accounts for inclusion in the Council's Annual Abstract of Accounts and Financial Statements
- Advice and assistance on financial matters to budget holders and managers

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

**E**      **D**

Experience of Council's financial procedures/processes e.g. budget process

✓

CIPFA exam qualified status

✓

relevant experience of working in an accounting environment.

✓

Successful completion of Fife Council's Trainee Accountant programme.

✓

Full admittance to CCAB

✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Supporting the production of option appraisals and business cases.	Ability to use initiative to identify risks and benefits	✓	
Co-ordinating the closure of accounts for the relevant services and providing information for appropriate sections of final accounts.	Good communication skills (Take Ownership – see How we work matters Framework)  Good written and oral communication skills.  Ability to work as part of a team.	✓  ✓  ✓	
Completing various government and statistical returns and performance indicators for the service.	Working knowledge of local authority Financial Information Systems.		✓
Participating in best value working groups for relevant services.	Ability to communicate with people internally and externally at a variety of levels (Focus on Customers)	✓	
Contributing to the development of team plans, management information, benchmarking and unit costs for relevant services.	Excellent numerical skills.	✓	
Continually reviewing and improving financial information, utilising appropriate systems and technology.	Knowledge of MS Office Package – Word, Excel etc. (Embrace Technology & Information)	✓	
Developing own skills and experience through the council's performance management process. When required, to supervise Accounting Technician(s) and administrative Staff.	Ability to coach and train other team members	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Working with Finance colleagues, to provide timely and accurate financial and management information in line with corporate reporting timetables.	Ability to provide high quality financial information to non-financial managers (Work together)  Experience of providing financial accounting service to a large organisation	✓  ✓	
Co-ordinating and maintenance of the revenue budget process for the Council including assisting service(s) in the preparation of the annual Budget and development of savings proposals.	Experience of Budget preparation		✓
Provision of effective revenue monitoring reports and assisting service(s) to prepare revenue monitoring reports for committees and boards, provision of financial commentary where required on these and other reports and attendance at committees and Boards as required.	Experience of revenue monitoring  Ability to analyse financial and management information and use this to help customers make the most informed decisions	✓  ✓	
Attending and playing an active role in regular service management team meetings, and providing excellent analysis and interpretation of financial performance for stakeholders	Good communication skills (oral and written)  Ability to provide a regular and effective service	✓  ✓	
Preparation of the capital plan and revenue budget for the Council.	Ability to provide high quality financial information to non-financial managers and business partnering division (Deliver Results)	✓	
provision of effective capital monitoring information and assisting service(s) to prepare reports for committees and directorate/service management	Ability to provide high quality financial information to non-financial managers and business partnering division	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
teams and provide programme support to the Investment Strategy Group (ISG).			
Ensuring appropriate VAT compliance arrangements are in place for Fife Council and provision of VAT advice to other entities, and completion of VAT returns for Fife Council.	Knowledge of accounting arrangements for VAT		✓
Contributing to the development of financial training materials and assist in the delivery of financial awareness training to budget managers.	Strong coaching, communication, presentation and facilitation skills Ability to train other accounting staff and non-financial managers	✓	✓
Participating effectively in the service planning process for directorates and the finance service.	Ability to deliver continuous improvement	✓	
Undertaking such other duties as might reasonably be expected within the remit of the post and/or relinquish any of the above duties as may be determined.	Ability to provide a regular and effective service	✓	

# Role Profile

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>JOB TITLE (of Specialist tasks)</b>				

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>