



Job Description

Name of Post

Date

Position Title and Post Number	Technical Accountant
Department	Finance
Band	OneTeam – Band 8
Reporting to	Principal Accountant
Work location and arrangements	The span of work for this role covers both Rochford District Council and Brentwood Borough Council. Hot desking or Agile working

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

MAIN PURPOSE

To support the Principal Account regarding:

- Formulating and developing the General Fund and (for Brentwood) the Housing Revenue Account (HRA) Capital Programme, monitor programmes and produce reports
- The Treasury Management function, including the management of the Council's cashflows, its banking, money market and capital market transactions
- Developing the Capital and Investment Strategy which includes the Treasury Management Strategy.
- Helping develop the HRA's 30-year Business Plan
- Co-ordinating the final accounts process including liaison with external audit
- Advising on technical accounting, including Collection Fund, Pensions and VAT.

MAIN RESPONSIBILITIES

1. Support the implementation of policies and strategies for the financial service to support service delivery, value for money and the delivery of the Council's priorities and defined outcomes.
2. Attend, advise and actively participate in meeting with officers and working groups as required.
3. Support the preparation of the treasury elements of the statement of accounts in accordance with statutory requirements.
4. Aid in the preparation and publication of the Statement of Accounts including producing notes to the accounts and professional working papers.
5. Take responsibility for technical accounting policies and strategies.
6. Support the accounting for the Collection Fund, Pensions, VAT and any other technical/specialist requirements of the finance team.
7. To work with internal and external auditors, whilst supporting the annual audit programme and answering issues raised as part of the final accounts process.
8. Support the preparation of the Capital & Investment Strategy by undertaking relevant research to ensure documents remain up to date and ensure best practice is applied.
9. Complete government returns on time and correctly.
10. Develop self through research and networking on the changes in political, statutory regulatory and economic environment that affects the Council and its delivery.
11. Support in delivering finance functions in respect of the Council's third party organisations, such as Charitable trusts and trading companies.
12. To undertake any other duties which may reasonably be within the competence of the post holder.

The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provide by OneTeam at Brentwood Borough Council and Rochford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

Corporate responsibilities

All roles will be required to work at both councils' premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils' premises as required to meet the needs of the service.

The post holder will be expected to follow the Councils' policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils' policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.

To support the Council's Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the Councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".

Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation

with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

PERSON SPECIFICATION

Position Title:	Technical Accountant	Date Prepared:	02/04/2024
Team	Finance	Band:	OneTeam – Band 8
AF= Application Form		I = Interview	
T= Test			

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE	✓	✓	AF/I/T
1.1	Sound understanding of public sector (Local Government) finance and legislation.	✓		AF/I/T
1.3	Good knowledge of accounting codes of practice	✓		AF/I/T
1.4	Experience of dealing with auditors		✓	AF/I/T
1.5	Experience in utilisation of financial management systems.	✓		AF/I/T
1.6	Experience of working with complex administrative procedures and systems	✓		AF/I/T
1.8	Knowledge of treasury management		✓	AF/I/T
1.9	Knowledge of technical areas of local government finance		✓	AF/I/T
2.	SKILLS AND ABILITIES			
2.1	High standard of numeracy and accuracy.	✓		AF/I/T
2.2	Previous experience in the preparation of budgets.	✓		AF/I/T
2.3	Proven experience in the production of Annual Statement of Accounts.		✓	AF/I/T
2.4	Ability to self-motivate, plan and prioritise to meet a variety of targets within tight deadlines.	✓		AF/I/T
2.5	Proficient in MS Office suite of products.	✓		AF/I/T
2.6	Good Accountancy/Bookkeeping skills	✓		AF/I/T
2.7	Good interpersonal and communication skills, both written and verbal, to varying levels of complexity.	✓		AF/I/T
2.8	Strong analytical skills and a pro-active approach to problem solving.	✓		AF/I/T
2.9	Abilities to contribute positive suggestions and willing to take forward.	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
3.	EDUCATION AND TRAINING			
3.1	Part or fully qualified Accountant (AAT or higher)	✓		AF
4.	OTHER			
4.1	A flexible working approach to attend both organisations in person, as and when required and to working hours to meet and accommodate critical core deadlines.	✓		I
4.2	Adhere to the Council's values and behaviours.	✓		I
4.3	Commitment to maximising potential and continuous improvement of self and of service.	✓		I
4.4	Flexible, pro-active, adaptable and outcome-focussed.	✓		AF/I/T
4.5	Effective team working. Sharing ownership, team goals and workload, and ability to establish and maintain effective relationships will people of all levels.	✓		AF/I/T
4.6	High levels of enthusiasm and determination.	✓		AF/I/T