

Rutland County Council

Job Description

Job Title:	Accountant
Grade:	Scale PO2 - £35,229 to £38,052
Department:	Resources
Team:	Finance
Line Manager:	Finance Manager

Purpose of the Job:

To support Directorate managers, providing an efficient and effective financial management services.

Work closely with the team to ensure the service remains innovative and forward thinking.

Key responsibilities:

- Prepare revenue and budget reports, and final accounts for specified directorates, providing monthly and quarterly control reports for budget holders, senior managers and elected members.
- Complete statutory grant claims, returns and reports with the appropriate information
- Provide advice and guidance to colleagues on financial accounting and management practices to enable budget holders to discharge their responsibilities and manage resources effectively.
- Monitor and promote best practice in financial management across the council, undertaking special projects, Council-wide accountancy tasks and advising working groups.
- Liaise with partners, stakeholders, internal and external audit, government departments, inspectors on financial issues, including representing the authority at meetings.
- Keep up to date with relevant legislation, policy and grants, and their implications, advising management teams and senior officers accordingly. Develop and implement appropriate responses as requirements change.
- Be aware of and comply with responsibilities set out in the constitution of the Council relating to financial and contract procedure rules.
- Manage and develop a small team, ensuring continued motivation and high performance



This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications	CCAB Qualified/ or in final year of qualification
Experience	Broad range of experience in a public service accountancy environment Experience of providing financial advice and support to operational staff and senior management Experience of writing reports Experience of managing resources including staff management Experience of implementing and managing change and service improvement
Knowledge	In depth knowledge of accounting and financial management regulations and practice
Skills	Able to manage and prioritise workloads to meet deadlines Competent in the use of computerised accounting systems, spreadsheets and Microsoft office packages Good interpersonal skills, able to relate to a wide range of people Highly numerate. Able to analyse and interpret complex financial information for presentation to a wide range of people Able to write clearly, concisely and accurately Good proactive problem solving skills Able to think through issues logically, clearly and listen to differing points of view Able to relate well to members of the public
Values	To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values. Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. Committed to providing high quality services Able to attend meetings outside of normal working hours from time to time Willing to respond flexibly to on-going changes within the Local Government financial environment

