

Northumberland County Council
JOB DESCRIPTION

Post Title: Accountancy Assistant (Level 2)	Director/Service/Sector:		Office Use
Band: 6	Workplace: NCC		JE ref: 1865 HRMS ref:
Responsible to: Business Support Manager	Date:	Manager Level	

Job Purpose: To work as part of a Finance Departmental Team, advising, developing and delivering an ambitious programme of service delivery.

Resources	Staff	Overseeing Modern Apprentices and Graduate Trainees
	Financial	Some shared responsibility for allocated service budgets, monitoring expenditure/income, raising orders or processing invoices in a particular area of work.
	Physical	Shared responsibility for the physical resources used by a team including tools and equipment. Capture, input and maintain key corporate sensitive and confidential financial data and information systems. Careful use of allocated tools and equipment including a PC.
	Clients	Shared responsibility for the general wellbeing and safety of those who use the service and the general public. Assist with the development of policies, procedures and services. Provide advice and guidance to Operational Departmental Management on financial matters.

Duties and key result areas:

1. Assist in overseeing the work of staff as appropriate to ensure an efficient and effective level of service is provided to the required standard.
2. Assist in Service Development projects across all Departmental Services helping to organise task allocation, targets and remit for members of the team during the life of the project (including any team members seconded by external agencies).
3. Assist in planning, scheduling and allocating work to achieve set quality and performance standards ensuring that staff members understand their role.
4. Ensure that they and colleagues understand and follow healthy and safe working practices.
5. Working closely with staff across all locality areas taking responsibility for allocated customer groups, activities or transactions as assigned by senior staff.
6. Where applicable, help source, secure and develop funding opportunities and promotional activities.
7. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues.
8. Maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures.
9. Produce management reports and information based upon operational or research data to inform and assist the business planning process.
10. Process payments, order goods and services, receive goods and process invoices for payment in accordance with financial procedures and regulations and complete financial reconciliations as appropriate.
11. Monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations.
12. Assist in specific projects or initiatives as directed by the Head of Service.
13. Assist in maintaining a quality management framework for all Group Services, which integrates with the corporate performance management framework.
14. Assist in development and maintenance of an effective programme of support to the Group, which promotes the benefits of management systems and effective use of the systems.
15. Assist in supporting the development and delivery of projects which provide for real efficiency savings and/or continuous service improvements in quality, performance and efficiency.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	As necessary travel to work sites, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply, if cover provided by team members.
Working conditions:	Mainly indoors with minor potential exposure to external weather conditions.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Accountancy Assistant (Level 2)	Director/Service/Sector:	Ref: 1865
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Working towards a degree in a relevant subject or NVQ Level 4, or equivalent.</p> <p>A good standard of general education demonstrating numeracy and literacy.</p> <p>Knowledge of the main operational, procedural and practical issues relating to finance and how they are applied across the Council.</p> <p>An understanding of the key health and safety issues relating to the service.</p> <p>Demonstrates an awareness and commitment to proactive customer care and services.</p> <p>Evidence of ongoing personal development.</p>	<p>Good understanding of Public Sector services</p> <p>Understanding of project management tools and techniques</p>	
Experience		
<p>Recent junior supervisory/managerial experience in a relevant context and service.</p> <p>Experience in applying a range of relevant supervisory methods, tools and techniques.</p> <p>Experience in working collaboratively with service users.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Experience in using Microsoft Office.</p>	<p>Experience in using Oracle or ERP applications.</p>	
Skills and competencies		
<p>Effective IT skills and able to use ITC to achieve work objectives.</p> <p>Prepares written, verbal and other media that are rational, convincing and coherent.</p> <p>Effectively expresses own views using appropriate means depending upon the audience.</p> <p>Skilled in the use of Microsoft Office</p> <p>Numerate and able to prepare business related statistics.</p> <p>Applies a methodical approach to problem solving.</p> <p>Positive and flexible attitude to work – particularly new initiatives</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Remains calm and logical in stressful and difficult situations.</p> <p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Dependable, reliable and keeps good time.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated.</p> <p>Able to apply own initiative to overcome day-to-day operational problems.</p> <p>Able to work unsupervised.</p>		
Physical, mental and emotional demands		
<p>Normally works from a seated position but with regular need to walk, bend or carry items.</p> <p>Need to maintain general awareness with ongoing periods of enhanced concentration.</p> <p>Some contact with public/clients/staff in dispute with the County Council.</p> <p>Able to meet tight timescales and deadlines.</p> <p>Able to manage conflict with Budget Holders and Heads of Service in challenging economic times with limited resources.</p>		

Motivation and other		
<p>Able to meet the transport requirements of the post.</p> <p>Dependable, reliable and keeps good time.</p> <p>Models and encourages high standards of honesty, integrity, openness and respect for others.</p> <p>Helps managers create a positive work culture in which diverse, individual contributions are valued.</p> <p>Proactive and achievement orientated.</p> <p>Works with minimum direct supervision.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits