



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Accountant
Grade:	G06 – PO2 (Career Grade)
Directorate:	Resources
Department:	Finance
Responsible to:	Deputy Head of Finance
Responsible for:	Accountancy Assistant/Finance Apprentice at Level 3

Purpose of the Job:

To provide accounting support to the Finance Team. This includes assisting with the co-ordination of preparation of budgets, budgetary control and the preparation of annual accounts.

To support the Head of Finance to improve existing processes and controls, strengthen governance and continually improve the quality of information used to support the Council's decision making.

Progression through different stages of the career grade, will include an increase in the responsibilities and expectations.

Main Responsibilities:

Level 1 – Accounting Technician

Financial Management:

- Conducting basic financial analysis, including cost analysis and variance analysis.
- Assisting in the preparation of budgets and financial forecasts.
- Participating in the month-end and year-end closing processes.
- Assisting in maintaining internal control procedures to ensure financial integrity.
- Handling complex account reconciliations.

Corporate Accounting:

- Taking a more active role in preparing financial statements.



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- Assist the Principal Accountant to maintain the Council's Asset Register, asset valuations and aspects of capital accounting.
- To support the Principal Accountant in providing an effective Treasury Management function for the Council.

Level 2 – Trainee Accountant

Financial Management:

- Conducting financial analysis to aid decision making.
- Provide management and financial information to budget managers to support their budgetary control responsibilities.
- Responsibility for the budget setting, monitoring and closure of smaller service areas and related accounting journals and budget adjustments.
- Identifying opportunities for process improvement and implementing changes.

Corporate Accounting:

- To provide assistance in the production of the Council's annual statement of accounts, producing some notes to the accounts with minimal support / assistance
- Assist the Principal Accountant to maintain the Council's Asset Register, asset valuations and aspects of capital accounting.
- To support the Principal Accountant in providing an effective Treasury Management function for the Council.
- Assist the Principal Accountant in managing grants from government departments, including tracking fund usage, compliance with grant requirements, and reporting on grant expenditures.

Level 3 – Accountant

Financial Management:

- To conduct financial analysis to assess the Local Authority's financial health and performance. This includes identifying trends, analysing variances, and providing insights to support strategic planning and decision-making.
- To advise and assist officers of the Local Authority are able to discharge their responsibility of effectively managing resources, including budgeting, revenue management, and expenditure control and providing financial advice to working groups, with the objective of further developing the financial management within the Council .
- To contribute to the development of financial strategies and long-term financial planning. The Accountant provides financial insights and recommendations to support the achievement of organisational goals.



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- Prepare monthly reporting to Departmental Management Teams and Members.
- To monitor and promote best practice in financial management within the Local Authority. Undertake special projects and Council-wide accountancy tasks under the direction of the Head of Finance.

Corporate Accounting:

- To provide assistance in the production of the Council's annual statement of accounts, producing some notes to the accounts with minimal support / assistance. Including liaising with external audit.
- Assist the Deputy Head of Finance to maintain the Council's Asset Register, asset valuations and aspects of capital accounting.
- To support the Deputy Head of Finance in providing an effective Treasury Management function for the Council.
- Experience in managing grants from government departments, including tracking fund usage, compliance with grant requirements, and reporting on grant expenditures.
- To oversee the implementation and maintenance of financial systems and accounting software. This includes establishing and monitoring internal controls to prevent fraud and ensure data accuracy.

Team Management and Collaboration:

- Contribute to the management of the team fostering a positive work environment and promoting professional development.
- Collaborate with other departments to ensure effective financial management and coordinate financial information flow.
- To collaborate with other departments and stakeholders to gather financial data, provide financial expertise, and support cross-functional initiatives. Effective communication is essential to explain financial information to non-financial staff and elected officials in a clear and understandable manner.
- To liaise with other partners, stakeholders, internal and external audit, government departments, inspectors on financial issues, including representing the authority at relevant meetings.
- To keep up to date with relevant legislation, policy and grants, their implications for operational changes within the Directorates, ensuring that the Departmental Management Teams (DMT) and relevant senior officers are advised, and develop and implement appropriate responses.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.



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Dimensions

Line Management of 1 Accountancy Assistant/Finance Apprentice at Level 3 and budget responsibility for areas of responsibility.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
AAT Qualified (Level 1/2) CCAB Qualified (Level 2/3) Continuous Professional Development	A/I

Desirable	Method of Assessment *

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of financial management and accounting (relevant to level) Strong knowledge of accounting principles, financial regulations, and statutory requirements (Level 2/3)	A/I

Desirable	Method of Assessment *

SKILLS

Essential	Method of Assessment *
Highly competent in the use of Microsoft 365 Able to manage and prioritise workload(s) to meet deadlines Competent in the use of computerised accounting systems Strong communication skills, with the ability to work collaboratively and build relationships with diverse stakeholders	A/I



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Analytical and problem-solving abilities, with the capacity to interpret complex financial information and communicate effectively the results through reports	A/I
Effective leadership and team management skills (Level 3)	

Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

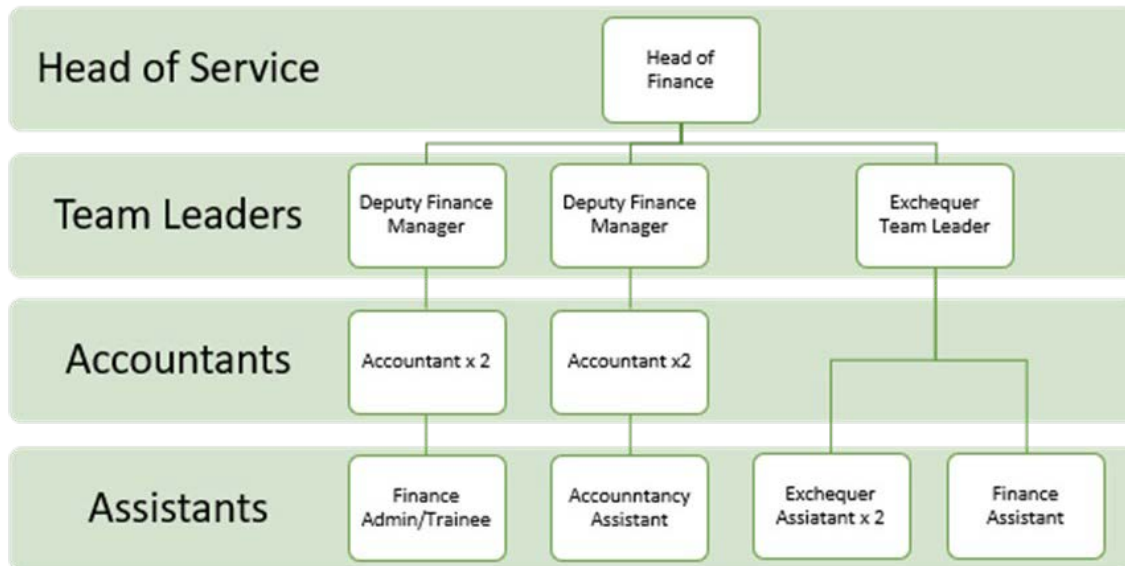
Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

*** A = Application Form D = Documentary evidence I = Interview T = Test**



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STRUCTURE



NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
August 2023	Yes	Andrew Merry, Head of Finance