**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Assistant Accountant (Corporate Finance) |
| Salary: | £40,476 - £43,693 |
| Grade: | 11  |
| Hours: | 37  |
| Team: | Financial Strategy  |
| Service Area: | Finance  |
| Primary Location: | County Hall, Oxford, with some flexible working available |
| Budget responsibility: | None  |
| Responsible to: | Senior Planning & Reporting Accountant (Capital)  |
| Responsible for: |  |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.The Assistant Accountant (Corporate Finance) will, mainly, support the Senior Planning & Reporting Accountant (Capital) by providing support for the planning and implementation of the council’s Capital & Investment Strategy and the Budget & Business Planning Process. During the year, they will provide support for both revenue and capital monitoring and year-end process and cyclical reporting. |

## Job Responsibilities

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| **Pro-actively maintain capital & revenue reporting structures & responsibilities**1. Update & maintain budgets on the Council’s Accounting system (SAP provider by IBC) from the capital programme tool / forecasts / virements / business cases.
2. Process revenue budget virements
3. Production of annexes for the Business Management & Monitoring Report and maintenance of monthly processes for collecting updates to commentaries and forecasts.
4. Create capital codes for new capital schemes and maintain workflow responsibilities (forecaster/reviewer) associated with those.
5. Close capital codes once budgets, actuals & commitments are cleared once project is complete and update structure for old projects.

**Grant funding & Developer funding / Community Infrastructure Levy (CIL)**1. Provide financial information on the use of CIL for the quarterly returns and the annual bid process,
2. Work with the service on the availability of Section 106 funding.
3. Maintain information about capital and revenue grant funding (ringfenced and non – ringfenced)

**Budget & Business planning process**

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1. Assist with the production of reports and presentations for the Senior Leadership Team, Cabinet, Scrutiny and Council
2. Support the production of the council’s published Budget Book
3. Support the completion of external returns.
4. Support the budget sign off process for revenue and capital budgets including the use of Teams apps to support this.

**Processes**1. Liaise with helpdesk & Finance Business Partnering Teams on capital and revenue content on the intranet to build on existing processes and systems to improve financial and performance reporting,

**Year-End and returns**1. Support the Senior Planning & Reporting Accountant (Capital) with year-end capital processes and transactions including producing working papers.
2. Compile financial information for various capital and revenue returns to aid service and corporate reporting requirements

**Other**1. Act as a verifier for the Treasury Management Team on a rota basis.
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| AAT qualified, or with a commitment to commence training for that qualification within two years of taking up the post; with significant relevant Finance / Accounting experience  | A,I |
| General understanding of Local Government Financing, financial planning, and capital financing, including statutory accounting regulations and guidance | A,I |
| Good communicator, who can communicate effectively to a wide range of audiences including managers and colleagues, in order to inform, instruct, persuade and encourage feedback.  | A,I |
| Strong ICT skills including extensive knowledge and ability to use spreadsheets; and able to utilise business systems effectively.  | A,I,T |
| Ability to work accurately and to deadlines with good attention to detail, and experience in analysing and interpreting data, and presenting it in an understandable format.  | A,I,T |
| Experience and aptitude to work on own initiative, as part of a team and collaboratively with colleagues, and partners.  | A,I |
| A lateral thinker who is highly motivated, positive and inquisitive with an aptitude for learning, problem solving, developing innovative ideas, and continuous improvement. | A,I |
| Willing and flexible attitude with excellent organisation and time management skills | A,I |
| Behaviours and Key CompetenciesThe following are the generic behaviours expected from all finance staff * Has a positive and optimistic attitude
* Always looks to improve ways of working
* Is inquisitive and actively owns and seeks to solve problems
* Takes personal responsibility to find things out and develop and share knowledge
* Communicates and collaborates pro-actively
* Builds trust-based relationships
* Demonstrates ethical behaviours as set out in the ethical standards framework

These staff behaviours will be demonstrated in conjunction with the following key competencies* Is commercially aware – i.e. understands the cost drivers and true costs of services and considers the value in everything we do.
* Able to listen, understand, and respond constructively to the viewpoints of others.
* Able to challenge constructively, join the dots, and see the wider implications, across services, processes and issues.
* The ability to communicate clearly and openly with others in order to inform, instruct, persuade and encourage feedback.
* Demonstrates a can-do attitude and focuses energy and commitment on achieving positive results that are critical to the organisations success.
* Understands the role of the organisation, and the needs and expectations or internal and external customers, working professionally and innovatively to meet or exceed those needs and expectations
* Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative idea, solves problems and continually improves performance.
* Collaborates and consults with others effectively, in joint pursuit of team and organisational goals.
* Understands the environment in which the organisation operates and considers the financial and wider commercial implications of their decisions and actions.
* Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role and ensure continuous development
 | A,I,T |
| Desirable Criteria | Assessed By: |
| Relevant experience in Local Government  | A,I |
| Relevant experience of using SAP  | A,I  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.