** Role Profile**

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| **Reference Number** | FIN001 | |
| **Role Title** | Accountant I | |
| **Directorate** | Resources | |
| **Department** | Finance | |
| **Reports to** | Finance Manager | |
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| **Role Purpose** |
| To perform a range of accounting work including compilation, consolidation and analysis of financial data, to support the appropriate Finance Manager in delivering a comprehensive financial accounting, management accounting and advisory service to a service area or corporate centre of BCP. |

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| **Accountabilities** |
| * Design, develop, implement and maintain relatively straightforward information systems to monitor and report on BCP’s financial activities to provide up to date and accurate information so that BCP can make the best value for money judgements and report necessary financial information. * Track progress against budgets within established finance systems and report variances to officers and more senior colleagues to ensure BCP makes the best value for money judgements on service provision. * Collate and analyse data and provide advice to internal and external stakeholders to maximise the benefits from future engagements and highlight any issues. * Prepare financial reports for service units, grant claims, final accounts and elements of the overall statement of accountants to ensure requirements are met to time and accuracy. * Contribute to the preparation of annual revenue and/or capital budgets with Senior Responsible Officers and the Finance Manager/ Management Accountant to ensure timely and accurate provision of data. * Provide advice and guidance to officers on the application and implementation of Financial Standing Orders, Financial Management arrangements to ensure effective financial controls are put in place to ensure BCP adheres to all necessary Codes of Practice and relevant statues and regulations. * Resolve queries from internal or external customers or suppliers by providing information on processes and the related policies, referring to others where necessary, to ensure the integrity of the financial systems and controls. |

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| **Knowledge / Skills / Experience required** |
| * AAT qualification. * Experience of budget preparation, closure of accounts, monitoring statements, budgetary control and variance analysis and provision of financial advice to managers of various levels. * Experience of creating and maintaining computerised systems to generate spreadsheets and reports from the financial management system. * Knowledge and understanding of public sector finance and reporting requirements. * knowledge of the Council’s Financial Regulations and accounting procedures and practices. * Knowledge of finance systems, policies and procedures. * Ability to communicate and persuade based on professional knowledge. * Ability to plan and manage workload to meet deadlines. |

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| **Dimensions of role** |
| * This role does have not have supervisory requirements. * This role does not manage any direct budgets. * Organises own work over days and weeks in line with defined financial reporting horizons and deadlines, taking account of priorities and the impact on other people. |

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| **Notes** | |
| Date: | 01/02/2021 |
| Working Conditions: | * Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them. |
| Working Arrangements: | * No specified working arrangements outside of a normal working pattern. |
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