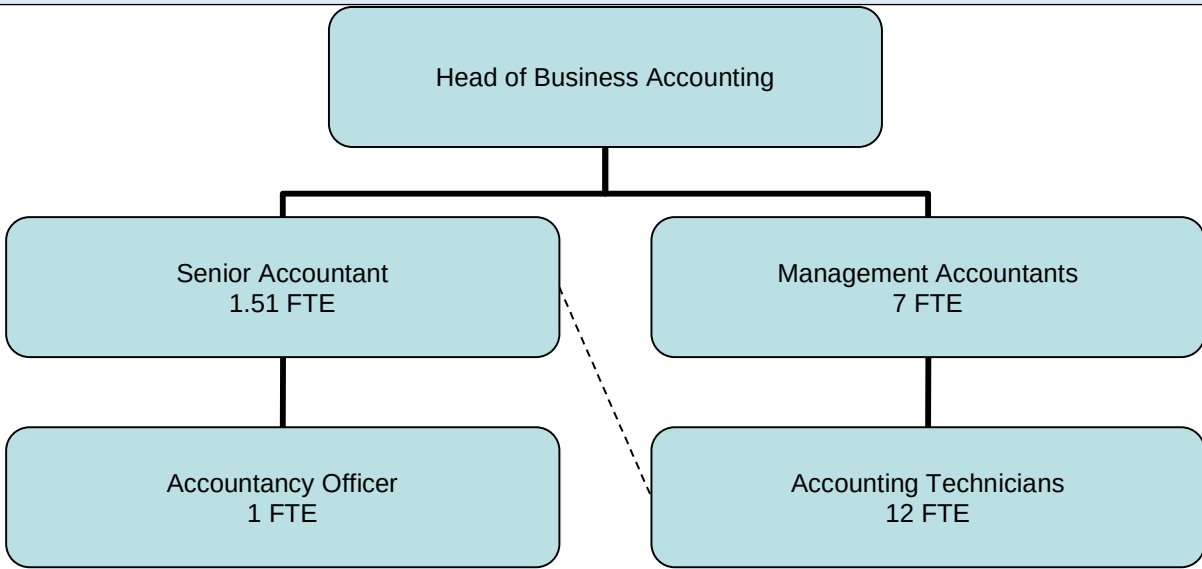
 DORSET POLICE		<h2>Job Description</h2>
Date:	December 2022	
Job Title:	Accountancy Officer – Business Accounting	
Post Number:	DP1555	
Division/Department/Section:	Alliance Finance and Business Support Services Department.	
Line Manager:	Senior Accountant	
1. PURPOSE		
<p>This post is responsible for accounting support, including reconciliations, data input / extraction including the provision of complex business analysis and information. To perform a range of finance functions including supporting financial and resource management advice to internal and external customers, ensuring compliance with policies and regulations, ensuring accuracy and integrity of general ledger.</p>		
2. POSITION IN THE ORGANISATION		
 <pre> graph TD HBA[Head of Business Accounting] --> SA[Senior Accountant 1.51 FTE] HBA --> MA[Management Accountants 7 FTE] SA --> AO[Accountancy Officer 1 FTE] MA --> AT[Accounting Technicians 12 FTE] AO -.-> AT </pre>		
2.b Roles that work directly for this post.		
None		

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Work collaboratively to provide business and finance support through Finance.	Completion of duties to meet the needs of the police service.
Assist with the production of information to support budget setting.	Inform budget setting and Medium Financial Strategy.
Collation and assimilation of financial information to enable budget holders to monitor the efficient use of resources.	Supply managers and finance staff with data extracts / reports in an appropriate format and analyse to enable the business information to be understood and decisions made.
Assist with the production, analysis and reconciliation of income and expenditure to support monitoring and forecasting.	Integrity of general ledger.
Assist budget managers with budget monitoring and financial queries.	Supply managers and finance staff with complex data extracts / reports in an appropriate format and analyse to enable the business information to be understood.
Assist with the production, analysis and reconciliation of income and expenditure to support the closure of accounts.	Accurate year end accounts reported.
Assist with the analysis, preparation, validation and reconciliation of financial information from a range of internal and external sources including data held within various systems.	Integrity of general ledger
Extract and prepare people and financial data in a usable and understandable format.	Supply managers and finance staff with complex data extracts / reports in an appropriate format and analyse to enable the business information to be understood.
Completing statistical returns as required by Home Office and other outside bodies.	Compliance with information requirements
Reconciling costs associated with secondments of officers to another Force and arranging for recharging and cost recovery	Ensuring cost recovery and integrity of information
Preparation of claims and costings for mutual aid and partnerships reimbursements	Accuracy of costings and claims

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Carry out general office duties and administration tasks as required.	Completion of duties to meet the needs of the police service.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the Police Service.
4. CONTACTS	
Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.	
1.	Head of Business Accounting
2.	Management Accountants
3.	Accounting Technicians
4.	Senior Managers
5.	Staff associations all staff/Officers and external customers
5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION	
List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.	
<p>1) The Force Values together with the Police Staff Standards of Professional Behaviour are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.</p> <p>2) This post may be located either at Dorset or Devon & Cornwall Police Headquarters, with occasional work at other locations a possibility. The duties of the post do, from time to time, require the working of additional hours at peak periods. Such occasions will be managed through the existing flexitime system in operation across the Force.</p>	
6. HEALTH & SAFETY TRAINING	
Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [Manager should read appropriate Risk Assessments and identify training required , e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]	
Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.	
You are advised to read the Force's Health and Safety policy which will give a more in-depth	

description of your full Health and Safety responsibilities.	
7. HEALTH MONITORING	
Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?	
N/A	
8. VETTING	
Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., 'this post is subject to standard recruitment vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.	
Recruitment level	
9. TERMS OF APPOINTMENT	
The salary will be within Grade D. For full salary range refer to Dorset Police Staff pay scales.	
The current core business hours will be as determined by your senior management and will be in accordance with the Force Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision.	
10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
<u>Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.</u>	
Criteria to be measured	Competencies Required
Criteria A	Excellent interpersonal and communication skills, with a commitment to customer service
Criteria B	Demonstrable, good administrative skills, with evidence of a previous record of high standards of accuracy in a financial environment
Criteria C	Ability to organise own time and to plan and carry out activities in an orderly and structured way to ensure deadlines are met. Sound evidence of an ability to prioritise, organise workloads and meet deadlines
Criteria D	Demonstrable ability to deal with incoming correspondence, and to analyse

10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
	information. Ability to maintain accurate records
Criteria E	Ability to confidently interact orally, by email or by letter with members of the Force, external customers, banks and local government.
Criteria F	Experience in use of computer packages including financial systems, Microsoft Office. Intermediate user of Excel, and advanced use of browser-based reporting techniques.
Criteria G	Must be able to evidence previous position/s of trust and responsibility, e.g. cash handling or finance generally
<u>Desirable Criteria (if applicable)</u>	
<u>Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.</u>	
Criteria to be measured	Competencies Required
Criteria H	Ability to deal with any scrutiny arising from contact with external customers, banks and local government
Criteria I	Thorough understanding of police structure, internal systems and an in-depth knowledge of purchasing codes.