

Job Description	
Job title	Accountant
Pay Band	L
Directorate	Resources
Service	Financial Management Service
Accountable to	Principal Accountant
Responsible for	Finance Officers / Finance Assistants
Date reviewed	June 2024

Purpose of the Job

You will work in one of four teams in the Financial Management Service. Your job will be to help Council services to manage the financial resources they need in order to deliver services to Knowsley residents. This will include budget setting, budget monitoring, closure of accounts, and the provision of financial advice to service managers.

Duties and Responsibilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1) Accounting

- a) You will lead the completion of core financial processes such as budget preparation, budget monitoring, closure of accounts, preparation of grant claims and compilation of financial statements and returns.
- b) You will need to demonstrate a thorough understanding of how public sector accountancy requirements impact upon financial advice and support.
- c) You will need to observe and promote compliance with the Council's Financial Procedure Rules.

2) Managing Client Relations

- a) You will lead the day-to-day provision of financial management advice to service clients. This will include:
 - helping services to interpret and monitor financial information, and to understand the implications for their service plans and strategies.
 - using the Council's financial information system (Oracle) to produce high quality management information for service clients.
 - providing robust challenge to the client on the financial aspects of service proposals.
 - maintaining good communication and positive working relationships with your clients.
 - advising on relationships to the wider roles of the Financial Management Service.
- b) You will lead the reporting process to clients on relevant financial management issues.
- c) You will need to demonstrate an in-depth understanding of issues affecting your client's services.
- d) You will need to demonstrate an understanding of how issues affecting client services may affect the wider Council.



- e) Your role will include representing the Finance team in a positive and proactive manner at a range of meetings - including external partnerships; special projects; and joint funding arrangements.

3) Supporting Team Performance

- a) You will need to make sure that financial information is available to clients in line with agreed timetables.
- b) You will produce written reports and financial information to a high quality – requiring only minimal amendment by your manager before it is shared with clients.
- c) You will undertake other duties consistent with your grade which contribute towards the achievement of the Financial Management Service's wider objectives and your own personal development.
- d) You will need to demonstrate effective prioritisation of your workload and appropriate delegation of tasks within the team.
- e) You will undertake performance management with your manager - identifying appropriate targets for and demonstrating continuous professional development.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities.
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.