

JOB PROFILE

POST TITLE: ASSISTANT ACCOUNTANT

POST NO: Generic

This post is a Career Grade opportunity, supporting the post holder through a traineeship within the Accountancy Team into the role of Assistant Accountant.

Please note this Job Profile details the full duties of the Assistant Accountant. Please see supporting Career Grade Document which outlines the education and experience requirements; and duties and responsibilities of the post holder at each stage of the Career Grade opportunity.

The Assistant Accountant post is responsible for the provision of accounting services. The post holder reports to the Senior Assistant Accountants and the Accountant. The post holder will have to prioritise own workload, plan and schedule tasks in line with the annual financial cycle.

The Assistant Accountant will assist the Accountant and Senior Assistant Accountants to ensure implementation of Council policy and regulations.

The specific tasks of the Assistant Accountant will include:

- To assist in the preparation of revenue and capital estimates;
- To monitor and control budgets;
- To assist in providing financial information for projects, reports and returns;
- To assist and provide advice and analysis on projects, reports and returns;
- To contribute towards the production of the Council's final accounts;
- To assist in the management and data processing of the financial management system and other systems;
- To prepare and review procedures/processes for financial activities;
- To provide financial training to Council staff;
- To interpret and advise on the Council's financial policies and their short term implications;
- To attend budget monitoring, project monitoring and other meetings requiring financial information and advice; and attend Committee, Sub-Committees, Working Group and any other associated meetings between Members and officials;
- To ensure adherence to Council standing orders and financial regulations by regular monitoring and provision of advice;

- To operate Integra/FMS and other computer packages;
- To create and maintain departmental filing systems both manual and computerised;
- From time to time the postholder may be required to undertake duties outside those specified.

PERSON SPECIFICATION

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

Additional Post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	Capacity to work under pressure Capacity for logical thinking and ability to focus on tasks Vision, energy and initiative Personal motivation Self disciplined and able to work to strict deadlines	
<u>Relevant Experience</u>	At least one year's experience in an Accountancy/Financial role within a Local Government Finance Department.	

	Experience of Team Working	Experience of management of budgets and financial programmes
<u>Education</u>	Possession of an HNC/SVQ3 or equivalent qualification in a relevant discipline e.g. Accountancy or Business Studies	
<u>Skills, Abilities and Knowledge</u>	Knowledge of local government and its statutory and regulatory background	Familiarity with computerised local government financial management systems
	Analytical skills	Current UK driving licence
	Ability to learn and adapt	
	Good communication and presentational skills	
	Knowledge of relevant legislation and best working practices in pertinent areas	
	Computer literate with FMS/PC packages (eg Excel, Access, Word, Outlook) and be able to execute these with speed and precision.	

Allowances: Distant Islands Allowance
 Evaluated Grade: F-H
 Date of Evaluation: 21/01/2010
 PVG Membership: No
 Disclosure Check: Standard Disclosure
 Date of Last Amendment: 01/02/2021