

JOB PROFILE

Post Title: Trainee Senior Assistant Accountant

Post No: New Post

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

Please note this Job Profile details the full duties of the Senior 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 Trainee Senior Assistant Accountant post is responsible for the provision of the management accounting services. The post holder reports to the Accountant. The post holder will have to prioritise own workload, plan and schedule tasks in line with the annual financial cycle and 3 year budget planning.

The Trainee Senior Assistant Accountant will enforce compliance with Council policy and regulations. The post holder will be responsible for regularly training, allocating, instructing and supervising work of the Assistant Accountants.

Specific tasks of the Trainee Senior Assistant Accountant will include:

- To prepare revenue and capital estimates;
- To monitor and control budgets;
- To provide financial information from projects, reports, performance standards and returns;
- To provide advice and analysis on projects, reports, performance standards and returns;
- Assess financial activities and write reports;
- Report clearance;
- To contribute towards the production of the Council's final accounts;
- To manage the financial management system and other financial systems;
- To prepare and review plans / procedures / programmes for financial activities;
- To prepare and provide financial training to Council staff;
- To interpret the Council's short, medium and long term financial policies with a view to providing advise on their implications;

- To attend Committees, Sub-Committees, Council, Working groups and any other associated meetings between Members and Officials; attend external meetings, budget monitoring, project monitoring and any other meetings requiring financial information and advice;
- To enforce compliance with Council standing orders and financial regulations;
- To operate financial management systems and other computer packages;
- To create and maintain systems both manual and computerised both departmental and inter-departmental;
- Interpret legislation in respect of financial activities;

From time to time the post holder may be required to undertake duties outside those specified.

PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	<p>Capacity to work under pressure and remain focused.</p> <p>Capacity for logical thinking and problem solving.</p> <p>Vision, energy and initiative.</p> <p>Personal motivation.</p> <p>Self-disciplined and able to work to strict deadlines.</p>	
<u>Relevant Experience</u>	<p>Experience in team working, dealing with management, colleagues and external contacts at all levels.</p> <p>Supervision of staff</p>	<p>Experience of Local Government finance, with knowledge of Shetland Islands Council financial policies/history.</p>
<u>Education</u>	<p>Possession of an HND/SVQ4 or equivalent qualification eg in Accountancy or Business Studies.</p>	
<u>Skills, Abilities and Knowledge</u>	<p>Knowledge of local government and its statutory and regulatory background.</p> <p>Excellent analytical skills.</p> <p>Excellent communication and presentational skills.</p> <p>Ability to develop and manage medium term plans/procedures.</p> <p>Ability to learn and adapt.</p>	<p>Familiarity with SIC financial management systems.</p>

Excellent interpersonal and presentational skills.

Knowledge of relevant legislation and best working practices in pertinent areas.

Management of budgets and financial programmes.

Computer literate with FMS/PC packages (Excel, Access, Word, Outlook etc) and be able to execute these with speed and precision.

Current UK driving licence.

Allowances: Distant Islands Allowance
Evaluated Grade: Career Grade H- J
Date of Evaluation: 16/03/2010
PVG Membership: No
Disclosure Check: Standard Disclosure
Date of Last Amendment: 17/09/2019