

Role Profile

Job Title:	Accountancy Officer
Location:	Colindale
Department:	
Directorate:	Resources
Grade:	Grade G £36,585 - £40,182
Type of Working:	<i>Hybrid working</i>
Reports to:	Finance Manager

1. Job Purpose:

As an accountancy officer you will be responsible for the administration of financial processes and support systems; maintaining accounting and other records and ultimately, ensuring that the service runs smoothly.

In support of finance managers, this role is integral to enabling transparency and efficiency in all transactions.

Through the pursuit of some of your duties you may be required to deal directly with our residents and businesses, rendering you an ambassador not only for the service, but for the Council as a whole.

2. Key accountabilities:

Strategic Awareness

- Contribute towards the development and implementation of the Council's financial strategy
- Work closely with all stakeholders to ensure best use of limited financial resources, providing support where needed
- Identify financial risks and opportunities as and when they arise, inform finance managers and collectively consider options to mitigate risks or exploit opportunities.

Transaction Support

- Produce reports from Integra and other peripheral systems to support in-year monitoring, year-end and statutory reporting
- Assist financial managers in completion of quarterly, annual and ad hoc government and statistical returns, including WGA, RO, QRO and CO

Caring for people, our places and the planet

- Support maintenance of corporate registers to support year-end statutory disclosures e.g. Leasing Register and Grant Income.
- Prepare audit working papers for assigned areas and ensure these comply with audit requirements.
- Produce good quality and fully supported corporate reconciliations for assigned area (which may include bank reconciliation, debtors, reserves, Collection Fund, Trial Balance, grant income and recharges).
- Undertake general finance and administration tasks including maintaining shared folders, intranet pages, filing bank statements, raising PO and manual payments
- Support head of finance officers in collating information in response to FOI, Public Inspection and ad hoc queries.
- Assist in the preparation of research and reports, under the supervision of a finance manager or assistant finance manager
- Undertake a regular review of unallocated income posting to assess if any income can be allocated to the correct cost centre

Office Support

- Ensure financial operating procedures are kept up to date and any changes approved by the relevant head of finance
- Ensure the maintenance of key team administrative documents, such as timetables for budget setting and closing, and annual leave documents
- Assist in designing and developing effective procedures, systems and processes to ensure the efficient running of the finance service

Customer Focus

- Effectively deal with customer enquiries via telephone, letter, e-mail and face to face. You may also be required to assist in some home visits and at court or tribunals
- Develop excellent stakeholder relations with other officers across the Council and other stakeholders

Compliance

- Assisting with audits, fact checks, and resolving discrepancies
- Make a contribution towards the closure of accounts, support the external audit opinion and deliver appropriate financial returns
- Support an effective system of financial controls across the organisation with adequate review and coverage within the annual internal audit plan
- Undertake regular compliance monitoring exercises in assigned areas to ensure impact on year-end is minimised, including clearance of orders and goods receipted items awaiting invoice matching, storage of journal supporting documents, code naming conventions, trial balance errors and unallocated income
- Promote correct use of the Chart of Accounts across the Council and liaise with services to take corrective action where necessary
- Report any potential fraud and to provide input on minimising the risk of fraud.
- Champion compliance with financial regulations and other appropriate control frameworks and take action as appropriate to establish and correct breaches.

3. Financial Responsibilities:

Indirect responsibility for managing the Council's gross expenditure of approximately £982m shared with all members of the service

4. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Job Title	Accountancy Officer
Location:	Colindale
Department:	
Directorate:	Strategy and resources
Grade:	Grade G £36,585 - £40,182
Type of Working	<i>Hybrid working</i>
Reports to:	Finance Manager

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Studying towards AAT; CCAB, (preferably CIPFA), CIMA, CFA, or ACT foundations stage (stage 1)	Desirable	Application/Interview
Experience & Knowledge		
<ul style="list-style-type: none"> • Knowledge of the major issues facing local government, understanding of the national policy context, requirements and future direction for relevant service areas • Reasonable interpersonal and communication and presentation skills, with proven ability to communicate effectively to a wide range of audiences both horizontally and vertically, financial and non-financial • Able to apply basic accounting principles and work in accordance with relevant rules and procedures 	Essential	Application/Interview
Is aware of and complies with standards of financial control <ul style="list-style-type: none"> • Is able to explain financial control issues and related responsibilities to other members of staff • Can identify issues and resolve queries • Experience of working effectively in an area with competing demands and tight time-scales. • Experience of independently using financial modules in systems such as the general ledger and effectively using Microsoft 	Essential	Application/Interview

Skill & Ability		
<ul style="list-style-type: none"> • Ability to think critically, apply innovative and creative thinking to address complex service challenges • Committed to corporate and collegiate working across the service • Well-developed IT skills (MS Office suite, financial systems, data visualisation tools) • Resilience, not easily deterred in the face of challenges • Demonstrate the ability to communicate, both written and oral, financial issues to both financial and non-financial managers, senior officers and external organisations 	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview

Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview