

## Job Description

<b>Directorate:</b>	Finance		
<b>Service:</b>	Corporate Finance		
<b>Location:</b>	Preston		
<b>Salary range:</b>	£32,062 - £36,363	<b>Grade:</b>	7
<b>Reports to:</b>	Corporate Accountant	<b>Staff responsible for:</b>	N/A

### Job purpose and scope

Accounting technician who carries out financial analysis and provides specialised support to a relevant service Accountant.

The role will generally be reactive, working with established council systems and proper accounting practice, under the direction of more experienced colleagues. Roles may deal with complex issues that need a degree of diagnosis and analysis to recommend the best course of action.

Communication skills are important as role holders will be interacting with internal and external clients regularly.

In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

### Performance Indicators

- Quality of own work against legal, safety and best practice standards
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer feedback

### Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

### Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

### Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

## Qualifications

- AAT qualified (or equivalent), or qualified by experience within a large organisation

## Experience

- Experience of working independently with accounting systems in particular Microsoft Excel
- Experience of performing financial reconciliations across complex systems
- Experience in the preparation of billing information for clients

## Essential knowledge, skills & abilities

- Knowledge of accounting principles, financial regulations and best practices applicable to Companies/Local Authorities
- Strong organisational skills, with the ability to plan and organise own workload to meet strict deadlines, under the direction of the Corporate Accountant.
- Good analytical and problem-solving skills, with attention to detail and accuracy.
- Effective communication and interpersonal skills, with the ability to engage effectively with both internal and external stakeholders and explain technical issues to non-specialists.
- Innovative and pro-active with a focus on continuous improvement
- Strong financial accounting skills, including balance sheet and control account reconciliations
- Sound IT skills, including proficiency in financial management systems and Microsoft Excel skills.
- Confident in budget monitoring and financial reporting
- Ability to support colleagues in delivering high-quality financial information and advice to the council's company, Lancashire County Development Ltd.

## Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.