

Job Description

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

Job purpose and scope

Corporate Finance require an Accounting Technician, AAT qualified/part qualified, or qualified by experience within a large organisation.

The Accounting Technician will conduct financial analysis and provide specialised support to the Corporate Accounting Team.

The role will generally be reactive, working with established council systems and proper accounting practice, under the direction of more experienced colleagues.

The roles may deal with complex issues that need a degree of diagnosis and analysis to recommend the best course of action.

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

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 performing 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/part qualified (or equivalent), or qualified by experience within a large organisation
Experience
• Experience of working independently with accounting systems, particularly Microsoft Excel. • Experience of performing financial reconciliations across complex systems. • Experience of contributing towards the preparation of financial statements.
Essential knowledge, skills & abilities
1. Knowledge of accounting principles, financial regulations, and best practices applicable to Local Authorities. 2. Strong organisational skills, with the ability to plan and organise own workload to meet strict deadlines, under the direction of the Corporate Accountant. 3. Good analytical and problem-solving skills, with attention to detail and accuracy. 4. Effective communication and interpersonal skills, with the ability to engage effectively with both internal and external stakeholders and explain technical issues to non-specialists. 5. Innovative and pro-active with a focus on continuous improvement. 6. Strong financial accounting skills. 7. Sound IT skills, including proficiency in financial management systems and Microsoft Excel skills. 8. Ability to support colleagues in delivering high-quality financial information. 9. Maintains up-to-date knowledge of CIPFA principles, regulations, and professional standards through ongoing CPD. 10. Experienced in researching complex accounting issues and interpreting technical guidance to ensure the accurate preparation and compliance of financial statements.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Always display the LCC values and behaviours and actively promote them in others.