

ASSISTANT CORPORATE ACCOUNTANT

Job Description

Directorate:	Finance		
Service:	Corporate Finance		
Location:	Preston / hybrid		
Salary range:	£33,119 - £37,563	Grade:	7
Reports to:	Corporate Accountant	Staff responsible for:	N/A

Job purpose and scope

Practitioners who carry out routine technical activities and specialized support to a relevant professional area. Working under supervision and mentoring.

Roles are generally reactive and work within established council systems and procedures to an agreed quality standard or specification, under the general guidance of more experienced colleagues. Roles may deal with complex issues that need a degree of diagnosis and analysis in order to recommend the best course of action. Communication skills are important as role holders will be interacting with internal and external 'customers' regularly.

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

The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

- Select appropriate procedures to independently carry out specified technical tasks of a low risk nature (e.g. designs, inspections, assessments, analyses) to produce the required technical output (e.g. identification of customer needs, implementation of routine service processes).
- Undertake specialized technical analytical support activities to assist professional colleagues in delivering more complex services.
- Provide timely collection, processing, and simple analysis of routine technical data and follow up on discrepancies/omissions to support the delivery of services.
- Provide information and practical, routine advice to customers by interpreting established procedures and applying best practice within technical field.
- Provide technical guidance and resolve non-standard issues for more junior non-technical staff to ensure customer and service issues are effectively resolved.
- Keep up to date with changes in policy/legislation/contractual requirements to ensure service delivery is effective and complies with appropriate regulations, quality standards and service level agreements.

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/part qualified (or equivalent), or qualified by experience

Experience

- Working independently with financial management systems, particularly Microsoft Excel.
- Performing account reconciliations across complex systems and datasets.
- Assisting with the preparation of financial statements.
- * Pre-billing validation activities would be advantageous.

Essential knowledge, skills & abilities

- Knowledge of the practical application of specialised processes/procedures relevant to the role, typically gained through extensive practical experience.
- Good analytical and problem-solving skills, with attention to detail and accuracy.
- Ability to prioritise workloads and meet strict deadlines.
- Ability to support colleagues in delivering high-quality financial information and capable of working independently with guidance from the Corporate Accountant.
- Innovative and proactive with a focus on continuous improvement.
- Strong communication skills, building positive relationships with both internal and external stakeholders.
- Sound IT skills, including proficiency in financial management systems and Microsoft Excel.
- Knowledge of accounting principles, financial regulations and best practices applicable to Companies/Local Authorities.

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.