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| Service and job specific context statement | |
| **Directorate:** | Central Services |
| **Service:** | Strategic Resources |
| **Post title:** | Senior Accounting Technician |
| **Grade:** | J |
| **Responsible to:** | Senior Accountant |
| **Staff managed:** | None |
| **Date of issue:** | December 2020 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| * The Finance Team provides financial support and advice to internal customers within North Yorkshire County Council and also provides services to Schools and Early Years Providers as well as external customers including the North Yorkshire Pension Fund, Selby District Council, Ryedale District Council and the North Yorkshire Moors National Park Service. Services are also provided to the Council’s traded services including North Yorkshire Education Service and also the Council’s wholly owned companies. * Working in a modern and agile way, the Finance Team are forward-looking, supporting budget managers to monitor and manage their own budgets through maximising technology and delivering efficient services that add value. * As a Senior Accounting Technician in the Finance Team, the post-holder would be expected to work on a functional specialism appropriate to the role (e.g. Treasury Management, Schools, Internal Clients), providing a high-quality service that promotes customer self-help. Working closely with other support services and customers, the post-holder may be expected to work with key partner organisations including health, schools, district councils and other external customers. The Finance Team providers a centre of expertise in commercial work and financial modelling, and the post-holder will be expected to contribute to the Council’s commercial agenda both supporting services to be commercially aware and through identifying and maximising opportunities for the Finance Team to generate income streams. The post holder will also provide financial support to services in relation to transformational change projects they are undertaking including those delivering the 2020 North Yorkshire programme and the new BEST (Better Efficiency through Sustained Transformation) Programme which is now underway. * The post-holder will not undertake line management responsibilities but will be expected to lead on pieces of work and supervise the work of Accounting Technicians. |

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| Structure | |
| |  | | --- | | Heads of Finance | | Senior Accountants | | Accountants | | Senior Accounting Technicians (with functional specialisms) | | Accounting Technicians | |  | | |
| Job Description | |
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| Job purpose | The core focus of this job is to assist in the preparation of budgets by liaising with line manager(s) in line with the framework for the finance function as a whole, as determined by the Corporate Director, Strategic Resources.  The post-holder will also have additional responsibilities for an area of functional specialism from below:   * Strategic Planning * Commercial Finance * Treasury Management * Statutory Accounts * Internal Clients * External Client * Pensions * Schools   The specialisms are occasionally reviewed depending upon the needs of the business. |
| Operational management | * Lead in delivering the operational arrangements relating to the area of specialism. * Produce information to support budget monitoring as part of the framework for the finance function as a whole, as determined by the Corporate Director, Strategic Resources. * Assist budget managers with budget and financial queries. * Undertake financial modelling/scenario analysis on such projects/budgets as assigned to the post. * Provide direct financial support to low risk 2020 North Yorkshire projects. * Assist in the provision of financial support to higher risk projects and budgets. * Contribute to projects requiring financial input. * Contribute to the preparation of statistical returns, closedown of accounts and other returns. * Assist with the development and delivery of financial training. |
| Communications | * Promote professional standards in line with statutory and regulatory requirements and as determined by the Corporate Director, Strategic Resources. |
| Resource management | * To produce such outputs as required through the area specialism under the direction of an Accountant/Senior Accountant. |
| Systems and information | * Assist with the development of financial systems and procedures. * Produce such financial information as required for the successful delivery of the area of specialism. |

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| Person Specification | |
| Competency Framework |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.