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| **Job Title:** Assistant Accountant |
| **Post No:** BTC007 |
| **Team:** Finance Team |
| **Responsible to:** Finance Manager |
| **Number of direct reports:** 0 |
| **Budgetary responsibility:**  |
| **Salary Range**: (SCP 22-25) £29,439 - £32,020 |
| **Contract Type:** Permanent |
| **Hours (e.g., full or part time):** Full time |
| **Location:** The Town Council Offices, The Old Court House, 4 Saffron Road, Biggleswade |
| **Name:**  |
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| Overall PurposeTo support the Responsible Financial Officer (RFO) and Finance Manager in the management of the Council’s Finance and Accounting Function with proper reference and adherence to good governance. The Finance Function will seek to maximise the overall budget available to the Council so as to ensure that essential services can be provided for the betterment of the overall Community.  |
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| **Main Responsibilities**1. Help drive a culture of continuous improvement and innovation and act as a role model to inspire all employees to promote the values of the Council and present a positive image to the community.
2. Help promote a performance management culture throughout the organisation, driving the continuous improvement of services towards the Council’s aspiration of being a nationally recognised leading local council.
3. To support the management of contracts and keep the database updated.
4. To support the purchase ledger function and raise purchase orders where required.
5. To support the production of monthly projected outturns.
6. To support the production of the annual original estimates.
7. The creation of ad-hoc finance reports.
8. To review accounting output with the Finance Manager.
9. To support the payment process.
10. Account code transaction analysis to support management requests.
11. To support the procurement function.
12. To process the quarterly VAT returns.
13. To process the month-end journals.
14. Process virements.
15. To assist with banking the cash from the car park machines.
16. Bank reconciliations.
17. Occasional written reports for Council meetings.
18. Monthly balance sheet reconciliations.
19. Update the fixed asset register and run the annual depreciation.
20. Support the annual internal audit.
21. To cover the Accounts Administrator’s tasks when they are on annual leave.
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| **ATTRIBUTES** | **ESSENTIAL/****DESIRABLE** | **REQUIREMENT** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | Essential | To be fully or part qualified in a recognised accounting qualification, or to be fully qualified at technician level (AAT). | CV and Interview. |
| **EXPERIENCE/****KNOWLEDGE** | Desirable | Town Council experience. | CV and Interview. |
| Essential | A minimum of 2 years purchase ledger experience. | Interview. |
| Essential | A minimum of 3 years basic accounting experience. | CV and Interview. |
| **ABILITY/SKILLS** | Essential | Team worker who can achieve performance and results with others. | CV and Interview. |
| Essential | The ability to see the bigger picture but with an eye for detail. | CV and Interview. |
| Essential | Evidence of accurate work and ability to meet deadlines. | CV and Interview. |
| Essential | Good communicator verbally and with the ability to write reports to a high standard. | CV and Interview. |
| Essential | Energy and resilience to support change. | CV and Interview. |
| Essential | Advocate of equality and diversity and dignity and respect in the workplace. | CV and Interview. |
| **OTHER** | Essential | A hard worker who is reliable and enthusiastic. | CV and Interview. |
| Essential | Flexibility – the role has many standard aspects but there will be some ad hoc work required. | CV and Interview. |