

Job Title	Accounting Technician		
Job Number			
Grade (if known)	6		
Directorate	Finance and Resources		
Business Unit /Section	Financial Services		
Preparation Date	August 2020		
Responsible to (job title)	Principal Accountant (Services)		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
1. To provide technical support to the Accountancy Team including reconciliation of the council's overall revenue and capital budgets, production of the council's budget book and completion of government returns and support service recharges.			
Main responsibilities			
2. To co-ordinate, update and reconcile the revenue budgets in accordance with the council's budget virement rules and corporate timetables.			
3. To account for overheads and support service costs in accordance with codes of practice and corporate timetables.			
4. To assist Heads of Service, budget holders and the Accountants with the council's revenue and capital budget monitoring, estimates process and final accounts.			
5. To complete all government returns relating to the council's overall revenue and capital expenditure and income.			
6. To co-ordinate the closedown process in accordance with corporate timetables.			
Key tasks			
1. To provide a control mechanism for the council's revenue and capital budgets to include:- <ul style="list-style-type: none"> ▪ Co-ordinating and updating the council's budgets for approved changes ▪ Completion of statutory government returns ▪ Consolidating the estimate working papers and budgets in accordance with the corporate timetable 			
2. To account for overheads and support service recharges.			
3. To monitor and update the closedown timetable and produce a consolidated file of working papers for the external auditors.			
4. To produce the council's Medium Term Financial Plan in accordance with agreed timetables.			
5. To co-ordinate and produce reports on budget strategy proposals from Heads of Service and Portfolio Holders for the Budget Panel.			

6. To determine a detailed timetable for the closedown process in accordance with corporate timetables.
7. To provide direct support to the accountants in the revenue and capital budget monitoring, annual estimates and final accounts processes..
8. Covering for other members of the accountancy section and undertaking such work as the Accountancy Manager may determine which is compatible with the responsibility level of the post.
9. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)'.

Essential User	No
Special features and/or equipment <i>(anything 'out of the norm')</i>	None

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.