

Job Title: Assistant Accountant	
Job Evaluation Number	B032

JOB DESCRIPTION

Job Title: Assistant Accountant	Location: HQ North, Meadow House
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Corporate Accountant/ Finance Business Partner	Band level: 3G
Staff Responsibilities (direct line management of): Nil / Finance Assistants Pool	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Provide financial assistance to the Corporate Accountants/ Finance Business Partners and to participate in all aspects of financial management and accountancy.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Contribute to the production of the Force MTFP and annual budget by providing information and analysis on BAU budgets and bids and recommendations to changes to budgets - accurately and timely manner.
2. Facilitate the financial performance monitoring process by identifying and extracting data from source systems, validating / reconciling the data, evaluating predicted expenditure levels, identify exceptions and providing feedback to Accounts and Business stakeholders.
3. Prepare financial analysis and costings for internal and external use, providing feedback to stakeholders as required.
4. In accordance with legislation, accounting standards and force regulations maintain accurate and timely accounting records. Ensuring journals / budget virements / Requisitions and invoices are processed according to Forces financial regulation to agree time.
5. In relation to the statutory yearend closedown, undertake specific tasks in accordance to the agreed timetable.
6. Contribute to the recovery of income by ensuring appropriate sundry debtors are accurately raised in a timely manner. Support the management of customer queries in a timely manner.
7. In conjunction with the Corporate Accountant and Finance Business partners, provide analysis, guidance and advice on issues concerning legislative, professional or force financial regulations.
8. Any other duties allocated by Management as and when required.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

£475m Revenue Budget £35m capital budget, 4300 officers + 3000 staff. Monthly monitoring required.

12 LPA's, 5 OCU's, 10 Departments; a comprehensive financial service required to address the specific concerns of each.

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Accounts closedown required within 2 months year end.

Multi force consortiums (currently 1), bi-lateral collaborations (currently 3), SE collaborations (currently 2), Specific HO grants, partnerships £2m, sponsorship £0.25m – all requiring full accounting services.

Post holders will rotate portfolios on a periodic basis, to develop resilience and knowledge across the team.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Good standard of education including excellent numeracy skills and literacy skills, and AAT qualified.	E
2. Proven practical and technical post qualification experience in a finance environment.	E
3. High level of computer literacy; especially, MS office applications, Excel and databases.	E
4. Proven ability to produce and accurately manipulate, interpret and analyse highly complex financial data to produce insightful information to assist decision making and performance management across the force.	E
5. Proven ability as a good communicator who can clearly deliver financial information (verbal & written).	E
6. Proven ability to work as a team member and independently.	E
7. Experience of working in a large organisation and knowledge of the public sector would be an advantage.	D