



Ipswich Borough Council  
Job Description: M55

**Business Support Accountant**

***Main Purpose of Job***

To provide finance and business consultancy service for Council services and related organisational units to enable the Council's obligations and objectives to be achieved within financial constraints.

To supervise staff in support of the above.

***Main Duties***

1. Provide a full accounting and financial consultancy service for Council services and related organisational units to enable the Council's obligations and objectives to be achieved within financial constraints including, but not limited to: -
  - a) Preparation of annual revenue & capital budgets;
  - b) Budgetary and financial control;
  - c) Preparation of forecasts;
  - d) Preparation of final accounts, including completion of government returns, input to variance reports and the statements of accounts;
  - e) Preparation of monthly trading accounts;
  - f) Production of financial appraisals, including for business cases and other reports;
  - g) Supporting Corporate Management Team and Operations Managers in financial decision making and best use of resources;
  - h) Challenging Heads of Service and Operations Managers to ensure proper financial practices are followed;
  - i) Advising on the availability of management information.
2. Provide financial advice and information to Councillors, Corporate Management Team and Operations Managers, as required, including the production of financial data and the vetting of the financial content of committee reports.
3. To manage and support an Assistant Business Support Accountant in line with Human Resources policies and procedures, including, but not limited to:-
  - a) day-to-day supervision;
  - b) allocating tasks;
  - c) carrying out appraisals;
  - d) recruitment;

- e) training and performance management;
- 4. Responsible for ensuring daily deadlines and performance targets are met.
- 5. Complete statutory financial returns.
- 6. Represent the Finance & Procurement Operations Manager on working groups and multi-functional teams, as directed.
- 7. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

# Ipswich Borough Council



## *Person Specification*

### **Business Support Accountant**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications</b>	Part-qualified CCAB or equivalent qualification, and three years' experience in the field of accounts or management accounts.	Post-graduate membership of a relevant professional body, CCAB or equivalent, and three years' experience in the field of accounts or management accounts.	Application form / Certificates
<b>Relevant experience</b>	<p>Experienced in a local government finance environment or commercial situation</p> <p>Knowledge of budget setting / budgetary control</p> <p>Experienced in the use of financial information systems</p> <p>Experienced in reviewing and updating systems and procedures</p>	<p>Experience of writing / running detailed reports to extract information from the financial system</p> <p>Experienced in setting up procedures</p>	Application form / Interview
<b>Specialist knowledge</b>	Knowledge of Local Government Accounts	<p>Knowledge of major issues in local government finance arena</p> <p>Working knowledge of integrated finance systems</p>	Application form / Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Personal skills</b>	<p>Experienced in the use of MS Office</p> <p>Ability to challenge effectively and to influence others to ensure achievement of shared objectives</p> <p>Ability to work on own initiative</p> <p>Ability to communicate effectively – orally &amp; writing</p> <p>Ability to work as part of a team</p> <p>Good Interpersonal skills</p> <p>Ability to demonstrate both initiative and flexibility within defined procedures</p>	<p>Ability to prepare / deliver training / presentations</p>	<p>Application form / Interview</p>
<b>Specialist working conditions</b>	<p>Requirement to travel to out-stations</p>		<p>Application form / Interview</p>