



Business Support Accountant

Ipswich Borough Council

Job Description: G61a

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

Main Duties

1. Provide a full accounting and financial consultancy service for specific Council services and related organisational units to enable the Council's obligations and objectives to be achieved within financial constraints including: -
 - a. Preparation of annual revenue budgets.
 - b. Budgetary and financial control.
 - c. Preparation of final accounts, including completion of government returns, input to variance reports and the statements of accounts.
 - d. Supporting Corporate Management Team and Operations Managers in financial decision making and best use of resources.
 - e. Challenging Heads of Service and Operations Managers to ensure proper financial practices are followed.
 - f. Complete statutory financial returns.
 - g. Represent the Finance & Procurement Operations Manager on working groups and multi-functional teams, as directed.
 - h. Evaluation of business cases / carrying out options appraisals.
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. Complete statutory financial returns.
4. Represent the Finance & Procurement Operations Manager on working groups and multi-functional teams, as directed.
5. 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.

PERSON SPECIFICATION

Job Title: Business Support Accountant Post No: J8218_5

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	MAAT or equivalent (NVQ level 4) with 3 years relevant experience	Fully/part qualified accountant, for example CIPFA / ACCA qualified	Application form / Interview
Work related experience / job related skills	Detailed knowledge of budget setting / budgetary control Experienced in a complex financial environment	Experienced in a local government finance environment	Application form / Interview
Other relevant experience	Experienced in the use of financial information/management systems Experienced in reviewing and updating systems and procedures	Experience of writing / running detailed reports to extract information from the financial system Experienced in setting up procedures	Application form / Interview
Specialist knowledge		Knowledge of local government finance arena Working knowledge of integrated finance systems	Application form / Interview
Job Related Skills	Ability to communicate effectively – orally & writing Ability to work as part of a team Good Interpersonal skills Ability to demonstrate both initiative and flexibility within defined procedures	Ability to prepare / deliver training / presentations	Application form / Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Personal skills	Ability to communicate effectively – orally & writing Ability to work as part of a team Good Interpersonal skills Ability to demonstrate both initiative and flexibility within defined procedures	Ability to influence Ability to demonstrate both initiative and flexibility within defined procedures	Application form / Interview
Specialist working conditions			None