



Ipswich Borough Council
Job Description: M53

Assistant Business Support Accountant (Career Grade)

Main Purpose of Job

To support the section in providing a finance and business consultancy service to Council services and related organisational units to enable the Council's obligations and objectives to be achieved within financial constraints.

Main Duties

1. The reconciliation of various control accounts.
2. Assisting with the preparation of annual revenue/capital budgets.
3. Undertake basic budgetary control.
4. Cost allocation.
5. Assist with the production of the annual Statement of Accounts and the completion of statutory and other financial returns.
6. Undertake duties relating to the integrated finance system, including: system maintenance, running of monthly/ ad hoc reports, development and maintenance of system procedure notes.
7. Assist with the future development of the integrated finance system and other systems providing financial information.
9. 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

Assistant Business Support Accountant (Career Grade)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	5 GCSE's including English Language and Maths (grade C or above) or NVQ 2 qualification related literacy or numeracy	A levels qualifications Association of Accounting Technician (AAT) qualification Working knowledge of integrated finance systems	Application Form Certificates
Work related experience, skills and competencies	Proven experience within a financial environment Highly numerate Working knowledge of Excel, Word (or similar applications)	Experience of reviewing and updating processes Research and investigative skills Experienced in designing & developing spreadsheets	Application Form Certificates Interview
Personal skills	Ability to work with minimum supervision within defined procedures Ability to communicate effectively Ability to cope with a varied workload and unexpected demands		Application Form Interview
Special working conditions			