



Ipswich Borough Council
Job Description: M54

Assistant Business Support Accountant

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

Note: the post holder will be expected to carry out some of the following duties.

1. The reconciliation of various control accounts, including reviewing processes and recommending improvements to aid reconciliation.
2. Assisting with the preparation of annual revenue/capital budgets.
3. Undertake basic budgetary control, including investigations into reasons for variances between actual and budget.
4. Cost allocation, including the review of allocation methodologies.
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.
8. Provide support on insurance, treasury management and taxation matters.
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.



Ipswich Borough Council

Person Specification

Assistant Business Support Accountant

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	MAAT or equivalent (NVQ level 4)		Application form / Certificates
Work related experience	Proven experience within a financial environment		Application form / Interview
Other relevant experience	Reviewing and updating processes		Application form / Interview
Specialist knowledge		Working knowledge of integrated finance systems	Application form / Interview
Job Related Skills	Highly numerate Experienced in the use of Excel, Word Research and investigative skills Experienced in designing / developing spreadsheets		Application form / Interview
Personal skills	Ability to demonstrate both initiative and flexibility within defined procedures Ability to communicate effectively Ability to cope with a varied workload and unexpected demands		Application form / Interview
Specialist working conditions			