

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Service Accountant (MAT Cover)
Service:	Finance
Team:	Accountancy
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Lead Service Accountant
Responsible for:	None
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> To support the accountancy team in ensuring the Council's finances are managed effectively in accordance with best practice guidance and approved policy and control frameworks. 	

MAIN DUTIES AND ACCOUNTABILITIES

- To support the accountancy team in a range of functions to ensure that targets and deadlines continue to be met.
- To assist in Waverley's Budget-Setting process.
- To undertake in a number of key reconciliations and control procedures.
- To develop a working knowledge and understanding of the Agresso finance system and to utilise the reports and enquiries facilities to assist with the finance functions undertaken.
- To assist in the administration of systems.
- To utilise Excel spreadsheet skills across a range of accountancy functions.
- To assist the Lead Service Accountant and Accountant Manager with the provision of financial support for the various Council services.
- To assist in the preparation of budget monitoring reports.
- To maintain a number of self-contained accounts on the ledger.
- To assist in the completion of grant claims.
- Any other duties as may be reasonably requested appropriate to the grade.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- The Council has gross revenue spending of around £80million a year and a capital programme of £25million.
- The portfolio of temporary investments held totals around £50million and the council has £198million of long term debt.
- All key reconciliations and control accounts are reconciled by the end of the following month.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Responsible for determining own priorities with regards to scheduling workload.
- Accountable to the Lead Service Accountant and the Accountant Manager.

PLANNING/ORGANISING/CONTROLLING

- Expected to work with minimal supervision.
- Ensuring tasks are complete within agreed timescales.
- Ability to communicate effectively with all levels, both internal and external.

CUSTOMERS AND CONTACTS

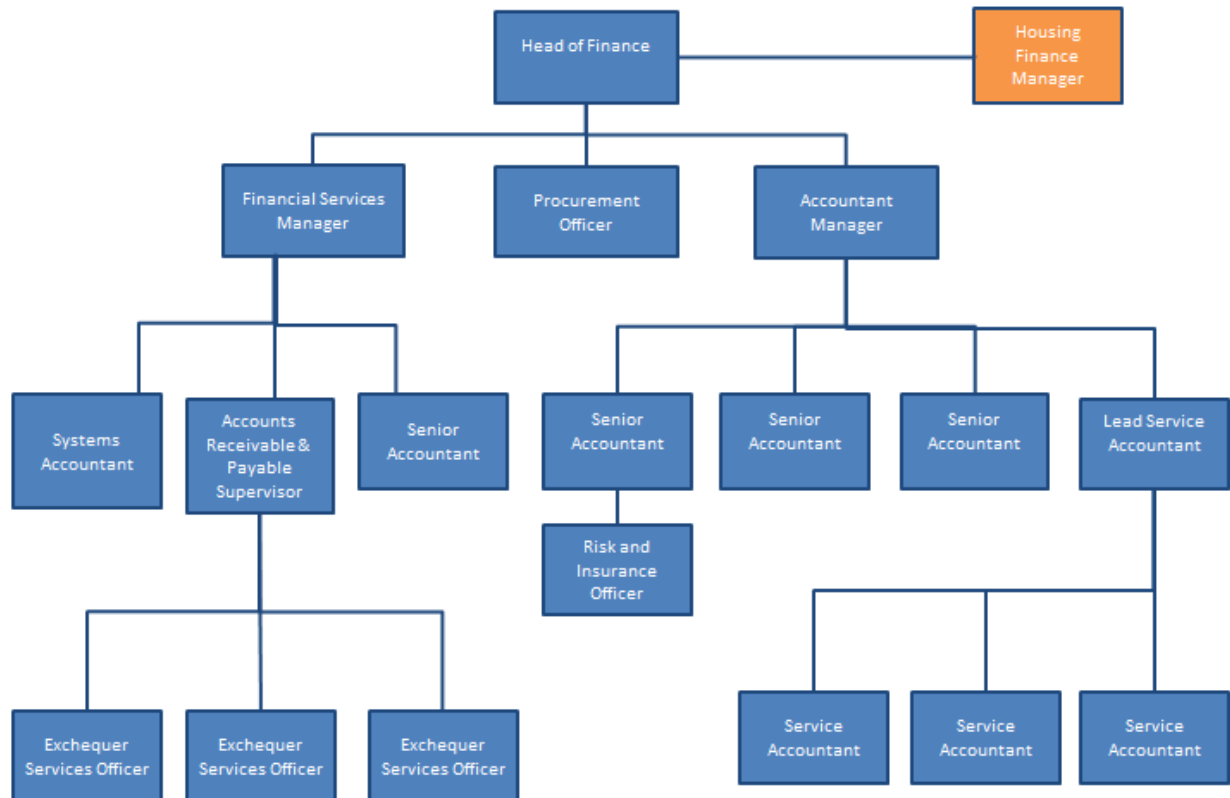
INTERNAL

- Staff, including the Directors, Heads of Services and service managers

EXTERNAL

- Internal and external audit

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as **A/C**, **AI** or **I** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE	GCSE Maths or equivalent grade C or above	AC	AAT full or part qualified or finance related degree	AC
KNOWLEDGE / TECHNICAL SKILLS	Good knowledge of accountancy methods and techniques	AI	Experience of working in an accountancy section	AI
	Excellent computer skills, including Excel and experience of using finance packages	AI	Local Government accountancy experience	AI
	Work based experience in a finance environment	AI	Up to date knowledge of local government accounts	AI
			Knowledge of the Agresso finance system	AI
			Knowledge of Safeguarding	AI
COMMUNICATION	Good verbal and written communication skills in dealing with all levels, both internal and external	I		
	Able to present information to senior managers in verbal and written form	AI		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I	Customer focused experience	AI
	Positive, flexible and willing approach	AI		
	Committed to customer care and the provision of a quality service	I		

TEAM WORKING	Ability to work as part of a team	AI		
MANAGING SELF AND OTHERS	Ability to manage a range of tasks at the same time	AI		
	Ability to work under pressure and to deadlines	I		
	Able to work on own initiative and to plan, organise and prioritise own work	I		
CAN DO APPROACH / ACHIEVING RESULTS	Flexible and willing approach	I		
	Ability to deal with sensitive/ confidential issues	I		
	Enthusiastic	I		
SPECIAL REQUIREMENTS	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. item	A		

How assessed

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

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Job title:	Service Accountant	Post no:	BD22MAT
Service:	Finance	JE score:	223
Team:	Accountancy	Pay band:	8
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	1	
	Customer Service:	1	
	Team Working:	2	
	Managing Self and Others:	1	
	Can do approach/Results	2	
REVIEWED BY:	Financial Services Manager	DATE:	September 2019
CHECKED IN:	HR	DATE:	September 2019
LAST UPDATED:	November 2020	DATE:	