



Accounting Technician

Salary: Band: 8, £35,235 - £37,937 p.a
37 hours per week

What is the role?

This role reports to the Senior Accountant in the Children, Families and Education Finance Team.

The purpose of the role is to provide support, to enable them to deliver high quality financial management, professional advice and accountancy services to the Strategic Directors, Heads of Service, Members and other key stakeholders via the Finance Manager and Group Accountant.

This person will be involved in budget monitoring and forecasting, preparation of the final accounts and statutory financial statements and providing other financial analysis as requested.

The role will assist in providing analysis, support and advise for a wide range of tasks, including a range of financial and contractual issues, interpreting legislation and applying financial regulations and codes of practice.

This role will play an important role in supporting the identifying of cost and efficiency savings. They will assist other team members in driving the budget process for the services we support.

Who is the person?

You need to:

1. Be a qualified Accounting Technician or CCAB equivalent.
2. Have the ability to form good relationships & provide a first class service.
3. Be able to communicate effectively with staff at all levels, including senior officers.
4. Have the ability to get on well with colleagues & team members.
5. Have experience of and the skills needed to meet deadlines.
6. Have knowledge of Local Government Finance.
7. Have experience of preparing budgets and be able to assist in the preparation of monthly budget monitoring reports.
8. Have experience of the preparation of monthly accounts, financial monitoring and final annual accounts.

9. Be aware of the tools used to appraise and evaluating the financial implications of projects and proposals using accounting techniques and be able to prepare simple financial appraisals for onward review.
10. Have proven experience in successfully developing and maintaining financial models.
11. Be computer literate - have a high standard of spreadsheet skills and be proficient in the use of Word, Outlook etc plus the ability to use financial information systems such as Oracle Fusion.
12. Have good organisational skills and be able to prioritise work & concentrate time on the most important matters to meet key deadlines.
13. Have a good knowledge and understanding of customer care, equalities & Health & Safety.
14. Be able to withstand pressure of work at key times of the year.
15. Have the flexibility to change with the changing demands on Financial Services.
16. Have a willingness to learn.
17. Have an open mind and an ability to apply new ideas to improve processes that benefit all stakeholders.

Additional information:

How to apply: When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. Please also read the How to apply information on the website.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.