



Job Outline

Directorate of Corporate Resources

Job Title	Accountancy Assistant	Post Number	12289
Responsible to	Senior Accountant	ERYC Grade	05

Overall Purpose: Provide a range of Accountancy services for specific services to an Accountancy Team as directed by a Senior Accountant.

Principal Accountabilities	
1	Carry out the required accountancy work with supervision.
2	Carry out such duties as directed by the Senior Accountant.
3	Perform such other duties that reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
4	Participate in all aspects of the operation of the financial ledger including the preparation of final revenue and balance sheet accounts for service and central functions.
5	Assist in the work required for the preparation of service budgets.
6	Maintain the Accounting System with appropriate reconciliation and controls.
7	Assist in the preparation of grant claims and statistical returns.
8	Involvement as required in budget monitoring.
9	Financial support to staff in other Directorates.
*	In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 77-84 of the Immigration Act 2016
	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.



Employee Specification

Post Title: Accountancy Assistant

ERYC Grade: 5

Essential Criteria

- Minimum 5 GCSEs grade C or above including maths and English or equivalent
- Relevant experience in finance related work
- Treats customers with respect
- Delivers information clearly
- Is clear, thorough and accurate
- Works to deadlines
- Is a team player
- Is organised
- Embraces change and adopts a can do attitude
- Uses technology effectively - Good computer skills, particularly spreadsheet applications

Desirable Criteria

- AAT qualified or part AAT or equivalent