

Finance Officer (Accounting)

Council Offices, Kirkwall

At a glance:

Grade: F

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

To support the functions of the Accounting Section, which includes the processing, gathering, analysis, verification and reporting of financial information.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Complete periodic reconciliation processes to ensure all transactions are completed accurately and balance.

Assist with budget setting, including preparing estimates for cost of proposed service developments and other projects.

Assist in the budget monitoring process to continually monitor budgets and ensure that monitoring statements are produced on time for Managers and Members.

Assist with the co-ordination, development and operation of budgetary control systems including the maintenance of the Council's budget hierarchy and chart of accounts.

Support the ongoing review and improvement of processes, contributing to the regular review of policies, procedures and guidance notes to ensure these are maintained in accordance with legislation and good practice to allow effective financial control.

Assistant with the development and maintenance of financial systems which ensure the timeous and accurate production of a record of financial transactions.

Ensure that appropriate financial information is available to managers in a format which assists managers to monitor expenditure while being able to provide information for the production of financial returns.

Support the submission of key statistical returns, financial returns, questionnaires, and grant claims.

Assist with the preparation of tax returns and liaise with Council Services, HMRC and Revenue Scotland as required.

Assist in the co-ordination, preparation and provision of financial and statistical information for performance reporting, including Statutory Performance Indicators relevant to the Finance Service.

Ensure compliance with the Financial Regulations at all times.

Assist in the preparation of management, financial, company and the Council's accounts, including the preparation of ad hoc information or reconciliations necessary for the preparation of the accounts.

Provide financial support and advice to services.

Respond to enquiries from stakeholders in a professional manner ensuring that confidentiality of data is maintained as required at all times.

Provide information for Freedom of Information requests, Data Subject Access requests and audit enquiries.

Assist in the production of procurement validation and credit checks.

Organise and prioritise workloads to ensure deadlines are met.

Support the overall objectives and functions of the Accounting Team and contribute to regular team meetings.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either:

Holding a qualification at SCQF 5/6 i.e., SVQ2, National 5, Standard Grades, O Grade, Intermediate 2, SVQ3, Higher, National Certification, Foundation Apprenticeship.

or

Having a minimum of 2 years previous relevant experience, as detailed in the main duties and responsibilities of this job profile.

Previous experience which includes a Finance element.

Experience of using financial computerised systems.

Good understanding of office systems and procedures.

Experience of dealing with the general public.

Experience of managing own workload without supervision and prioritising workloads.

Requirements of the Role

Disclosure/PVG:	Level 1	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No