Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Senior Accountancy Assistant
£38,270.28 - £42,759.79



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 04/12/2026
- Shortleeting date: 08/12/2026
- Proposed interview date: w/c 14/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Senior Accountancy Assistant Initial Location: Kilncraigs In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Accountant Service: Accountancy (Partnership and Performance) Date last updated: 2018 Date if superseded: April 2022	Eval Ref: A4602 Post Number: V43b Grade: 7

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Chief Finance Officer
|
Chief Accountant
|
Team Leader
|
Accountant
|
Senior Accountancy Assistant

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

The postholder will provide a wide range of financial services to Senior Management within the services they are supporting.

The primary functions of the post will be to provide a high quality financial service which meets the requirements of service managers, while ensuring that advice and information given complies with all financial reporting standards, accounting codes of practice and Council objectives.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

The postholder will assist Services to manage and account for revenue and capital budgets

This will involve:

- Preparation of service capital budgets;
- Preparation of services final accounts and financial accounts and liaise with external audit;
- Monitoring of performance against budget and investigating and reporting on variances;
- Provision of budget variance reports to managers, in a form and frequency to be agreed with the service;
- Completion of statutory and other returns relating to the service;
- Provision of financial and costing information and advice;
- Preparing performance reports for submission to the Council and Committees;
- Preparation and development of performance indicators; and
- Assist in maintaining the Council's asset register.

The prime function of the post is the provision of sound financial management advice to senior managers of the Service for which the postholder is responsible for. This will include identifying recommending and developing improvements in financial reporting to managers.

Whilst working within a small Team and under broad procedures for the delivery of the service, it is expected that the postholder will fulfil these functions with minimum supervision.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Educated to HNC/SVQ Level 3 or equivalent in accountancy OR relevant compensatory experience in a financial environment	**Application, Certificate**
2.	Familiar with financial ledgers and IT systems	**Application, Interview**
3.	Competent and developing and maintaining complex spreadsheets	**Application, Interview**
4.	High level of numeracy and accuracy	**Application, Interview**
5.	Provide high quality financial information including analysis of financial information and projections	**Application, Interview**
6.	Experience of completing financial returns	**Application, Interview**
7.	Effective communication skills	**Application, Interview**
8.	Ability to work flexibly to meet deadlines and deal with conflicting priorities	**Application, Interview**
9.	Self motivated and able to work with minimal supervision	**Application, Interview**

Desirable:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Evidence of continuous professional development	**Interview**
2.	Experience within Public Sector, particularly a Local Authority	**Application**
3.	Knowledge of Local Authority Accounting Regulations e.g. Accounting Codes of Practice	**Application, Interview**

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

Working indoors

Section G
PHYSICAL CO-ORDINATION
This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

Required to be able to operate a PC, mouse, keyboard and phone.

Section H
MENTAL SKILLS
This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The postholder will be expected to analyse financial information and be proactive in using information to alert managers to changing circumstances. It is anticipated that the postholder will adopt a creative approach to the way in which information is presented, and will assist in looking for ways in which existing systems can be improved.

The range of information to be provided will include preparing and analysing computerised reports, reporting both verbally and in written form to managers on financial issues and performance, responding to enquiries and preparing ad hoc financial analysis on various issues.

Section I
CONCENTRATION
This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

The postholder must be able to sustain concentration for prolonged periods with a strong attention to detail and ability to critically review their own work.

Section J
COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS
This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The postholder must be able to communicate both internally and externally with authority.

INTERNAL
Directors, Senior Managers & Budget Holders - Generating reports, offering comments and meeting to discuss content monthly. Responding to other ad-hoc requests as required.
Auditors - Providing requested information and explanations when reviews are being undertaken

EXTERNAL
Auditors - Responding to queries or requests from members of the External Audit Team
Scottish Government - Direct submission of various returns and grant claims
Establishing effective relationships with key stakeholders is a critical part of the role.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

IT equipment

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The postholder will be expected to identify and meet the information requirements of different managers, this requires a level of initiative and flexibility.

There are various, sometimes conflicting, demands on time and the postholder will be required to prioritise their workload whilst adhering to agreed deadlines.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.