COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Accountancy Assistant	**Job Number:**	Various
Department:	Strategic Finance	**Grade:**	C
Location:	Council Offices, Sandwick Road	**Date:**	2026
Responsible To:	Chief Financial Officer; in the first instance to the Principal Accountant		

Job Purpose

The Accountancy Assistant is a member of a professional accountancy team providing accounting and financial management services to a range of departments within the Comhairle.

Duties

1. Assisting the accountants and technicians in providing accountancy support to departments. This will include assistance with budget preparation and monitoring, year-end accounts, completion of statutory returns and general assistance to departments.
2. Assisting the Insurance Officer with the delivery of Insurance support and advice to departments
3. Assisting the FMS Systems Administrator in maintaining the system, including user access and the posting of feeder systems.
4. The processing of inter-departmental charges.
5. Providing administrative support within the group, including flexi, filing, mail and other section or departmental tasks as required.
6. Carrying out specific accountancy tasks as necessary, including, reconciliations, journals, error suspense and general accountancy support.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge		D1. Understands the basic principals underpinning public sector accounting.
Skills and Abilities	E1. Able to manage day to day work responsibilities. E2. Strong written and verbal communication skills. E3. Creates and sustains effective working relationships with others. E4. Committed to achieving high standards of client service. E5. Competent in the use of a variety of IT systems to carry out work. For example data entry and spreadsheets.	D2. Adaptable, undertaking a variety of different tasks, using a range of skills. D3. Uses personal initiative to get jobs done but knows when to stop and ask for help or advice.
Education and Experience	E6. Minimum of 3 Highers (including English and Mathematics) Or Experience of working in an accountancy office environment.	D4. Accounting or finance related qualification. D5. Experience of working with computerised Financial Management Systems.
Other Factors		D6. Knowledge of Gaelic and/or commitment to learning the language.