

## Decision under Delegated Powers

DD001 2023

### Officer Making the Decision

Chief Executive

### Recommendation

To create a new permanent post Finance Assistant Career Graded (Apprentice) in Accountancy C400, 37hrs reporting to Chief Accountant, Graded C – E. Career Progression will be based on completion of each level of AAT. The special factors in the Job description sets out the career progression stages.

Grade C - AAT Level 2

Grade D – Completion of AAT Level 3

Grade E – Completion of AAT Level 4


### Reason

To provide additional resource within the Accountancy team at the same time as providing a training package to develop the officer in post in order to take on further responsibilities and tasks.

### Authority for Decision

The Chief Executive, as head of paid service, has delegated authority within the Constitution to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications.

### Decision and Date



**Robert Mitchell (he, him, his)**  
**Chief Executive**

03/01/2023

### Background

As part of a review within the Financial Services Team, tasks and duties that have been back filled over the last year and also since outsourcing the Procurement Team, the purchase ordering and management of the commitments within unit4 tasks have remained within the Accountancy Team, in addition work levels have

increased such as the increase in the number of credit cards and new mobile methods of payment all require additional work within the team on a monthly basis, including additional reconciliations. This post will also cover at times payroll, payments, Income related work to help with resilience in these areas and to gain experience, it is also envisaged as this post will take on budgeted related work, audit related tasks and take on more responsible tasks across Financial Services as a whole as they progress through the AAT qualification.

### **Comments from HR**

HR Adviser: Anna Cairns (3/1/23)

Comments: This job has been evaluated at the three stages of the Career Graded post. The normal recruitment process should be followed.

### **Financial Implications**

The new post was agreed as part of the 'bleeding stumps' exercise approved in principle by the Senior Leadership Team on the 4th October 2022 and will be included in the Budget process 2023-24.

The cost at the top of scale E £44,200 ( £30,000) has been set aside from the bleeding stumps review and the balance £14,200 will come from a further finance restructure by deleting post Corporate & project accountant Post M141 in due course.

Training Costs will be fully funded using the Apprenticeship Levy.

### **Risk Management**

No specific risks have been identified with this decision.

Key Decision: No



<b>Division:</b>	Financial Services - Accountancy
<b>Job Title:</b>	Finance Assistant (Career Grade Apprentice)
<b>Post Number:</b>	tbc
<b>Grade:</b>	Grade C - E  Grade C - AAT Level 2 Grade D – Completion of AAT Level 3 Grade E – Completion of AAT Level 4
<b>Base/Location:</b>	Southfields, Loughborough
<b>Responsible To:</b>	Chief Accountant
<b>Responsible For:</b>	n/a
<b>Key Relationships/ Liaison with:</b>	Senior Accountancy Officers, Budget Officers and other Council staff.

#### Job Purpose

- The role of Finance Assistant will work primarily (although not limited) within the Accountancy Control Team. Outline duties will include daily bank and deeder reconciliations, petty cash, budget preparation and budget monitoring, year end closedown, and associated adhoc duties commensurate with the grading of the post.
- To support the development of the post holder there will financial tasks set in line with the AAT Apprenticeship Course requirements.

#### Main Duties and Responsibilities

<b>1.</b>	<p>Daily reconciliation of bank statements to the Financial Management System (FMS) to ensure that the FMS at all times reflects the balances of all the Council's bank accounts. This will involve, but will is not limited to:</p> <ul style="list-style-type: none"> <li>• the reconciliation of all bank income and expenditure, including all forms of internet, telephone, Allpay and card income, to statements. Analysis of bank statement and posting income and expenditure to FMS codes, in an accurate and timely manner.</li> <li>• dealing with rejected and unidentified items from the bank analysis, including investigation and eventual posting to the correct funds and/or accounts. This will require thorough knowledge of the Cash Management System, Cash Receipting and other subsidiary systems.</li> </ul>
<b>2.</b>	To liase with and respond to requests for information from both internal and

	external audit.
3.	Daily download and upload of all external files to/from the FMS including maintenance of related documentation and daily balancing.
4.	Assist with the development, testing, implementation and training relating to systems in both new and existing areas/systems. Take responsibility for specific areas of implementation/development, directly involved with bank and income issues, eg extension of Pay.net and Allpay.
5.	Preparation and regular review of process notes.
6.	Assist in closure of the final accounts as directed by the Chief Accountant. This will primarily be undertaking a year end reconciliation of control and holding accounts, clearing associated suspense accounts and providing the working papers to support this.
7.	Assist the Senior Accountancy Assistant within the Accountancy Control Team, ensuring all duties and responsibilities are carried out. To enable these duties to be covered in the absence of the Senior Accountancy Assistant.
8.	To undertake professional development leading to attainment of the AAT Association of Accounting Technicians Levels 3 to 4.
9.	To undertake and complete the full training programme with due diligence and commitment. To apply the technical knowledge gained from studies and on the job experience and ensure knowledge is up to date.
10.	To apply the technical knowledge gained from studies and on the job experience and ensure knowledge is up to date.
11.	To provide support with all aspects of the Finance team duties including, data analysis, reconciliations, data input, assisting with the production of budget monitoring reports and statistical returns, assisting with the development of the budget and end of year close-down activities.
12.	To assist with queries from budget holders across the authority under the guidance of Senior Finance Officers.
13.	To create and develop spreadsheets as directed, and to make suggestions where improvements to current spreadsheets can be made.
14.	To work with the Chief Accountant on ad hoc projects as required.
15.	To undertake any other reasonable tasks appropriate to the grading of the post and as required by the line manager.
16.	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
17.	As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.

18.

Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Special Factors

- The above duties are intended to support the post holder in achieving a Level 4 qualification in AAT.
- It is an expectation that the post holder successfully completes the levels outlined below in a timely manner to ensure a successful outcome on the apprenticeship programme.
- Progression beyond the gradings is restricted to the successful outcome of the levels outlined below.
- The post holder will be supported throughout and will have a clearer understanding of their role and be able to apply their knowledge/ skills/ experience on day to day basis as they continuously learn and develop.
- Progression through the Career Grades is based on the completion of AAT Levels 2 – 4 and an assessment of the level of work being carried out.
  - 1) Completion AAT Level 2 will be graded at C, with no Knowledge/ Experience required and therefore large amount of supervision is required in the role.
  - 2) Completion of AAT Level 3 will be graded at D, with Knowledge/ Experience/ Skills gained and ownership of the roles is undertaken with little supervision required.
  - 3) Completion of AAT Level 4 will be graded at E, Fully qualified and leading on the above roles, taking on full responsibility and working independently in the above roles and taking on further duties.

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

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared:** December 2022