

<b>Job title:</b>	Accounting Support Officer
<b>Bristol grade:</b>	BG7-9
<b>Managed by:</b>	Finance Manager/Group Accountant
<b>Responsible for:</b>	No direct reports
<b>Directorate:</b>	Resources
<b>Service area:</b>	Finance

**Purpose of the job**

Assist finance managers and other senior finance practitioners in the provision of financial services and advice to service managers. To support the maintenance and development of key financial systems and processes across the division and to ensure accurate and timely processing of accounting transactions.

**Key job outcomes/accountabilities – ALL ROLES**

- To identify, develop and support opportunities and initiatives to transform the delivery of financial services across the council.
- Assist in the preparation and monitoring of budgets and provide finance information advice and support as appropriate.
- Reconcile accounts (such as imprest, suspense and bank accounts, verifying and validating orders) to ensure the integrity of the financial systems.
- Ensure accurate processing of financial data, including budget and accounting transactions that facilitates effective financial management and reporting.
- Provide financial information to assist in the preparation and completion of final accounts, government claims, returns and statistics.
- Provide training, advice and support on processes and procedures to clients/colleague's and staff to ensure consistency and understanding.
- Compile and assimilate information to support project development and appraisal, and tender evaluation.
- Maintain financial systems, including invoice processing, calculation of recharges and the raising of debtor invoices to maximise income.

### **Key job outcomes/accountabilities – ALL ROLES**

- Support the maintenance and development of robust financial systems, including manual processes supporting streamlining and automation as appropriate.
- Assist with ad hoc investigations and projects to maximise service provision and efficiencies.

### **Additional Key job outcomes/accountabilities – BG8**

- The detailed preparation and maintenance of the monthly reporting processes (specific to the team) and the budget setting process.
- The use of spreadsheets, databases and financial information systems.
- Customer relation management in a financial setting.

### **Additional Key job outcomes/accountabilities – BG9**

- Involvement and support of project work.
- Supervisory/Peer Support of colleagues in more junior roles.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- E. Ensure that all mandatory training is undertaken as required e.g. – Bristol City Council's Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.