

JOB DESCRIPTION

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| Job Title | **Trainee Systems Accountant** | Post Number | **FS776** |
| Grade | GR05 | Service Area | Finance |
| Special Conditions  | The postholder will be expected to undertake professional accountancy exam qualifications | Additional Benefits | Standard Casual User mileage rate, travel & subsistence |
| Authorised by | Deputy Chief Executive | Date | October 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | Under the general direction of the Financial Systems Support Team Leader and Systems Accountant, support the development and continuous review of all financial systems and procedures to ensure that they are both relevant and effective for Malvern Hills and Worcester City Councils. To provide support and advice to designated business units within the Councils. |
| Responsible for demonstrating commitment to delivering the Councils’ values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Financial Systems Support Team Leader |
| The postholder manages \supervises: | None |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Councils policies, procedures and relevant regulations and legislation)** |
| 1 | Providing support on the financial ledger system, purchasing system, cash receipting system and bank reconciliation system making sure that the systems are working correctly, access to the systems is secure and the figures within them are accurate at all times. 25% |
| 2 | Assist with the maintenance, development and enhancement of the Councils’ financial systems and procedures. 15% |
| 3 | Assist with user acceptance testing for upgrades and new functionality across financial systems, including interfaces with new service based systems. 10% |
| 4 | Ensure that any electronic financial transactions (Including CHAPS & BACS) are carried out in an accurate and timely manner in accordance with the relevant procedures and controls. 10% |
| 5 | Liaise with services in the Councils to redefine and streamline business processes impacting the financial systems. 10% |
| 6 | Monitor system performance and processes and check interfaces are running and completing as specified. Dealing with any issues in a timely manner and ensuring all parties are kept informed of any changes or developments. 5% |
| 7 | Ensure best practice in the use of all financial systems and associated procedures including responsibility for reviewing and maintaining financial policies and procedures. 5% |
| 8 | Complete system reconciliations between the Revenues and Benefits system and general ledger for housing benefits, council tax and business rates. 5% |
| 9 | Assist with management of year end systems function. Liaise with internal and external audit and provide information required. 5% |
| 11 | Provide cover for other members of the Financial Systems team due to annual leave or other absence 5% |
| 12 | To assist the finance teams with other work as and when required as instructed by the Financial Systems Support Team Leader, including working at other Council locations if required 5% |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.



KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Educated to A level or GNVQ equivalent | X |  |
| Educated to degree level or equivalent |  | X |
| AAT |  | X |

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| Work Experience | Essential | Desirable |
| Experience of working within a finance or similar team | X |  |
| Interfaces between financial systems and other business systems |  | X |
| Working with IT providers |  | X |
| System upgrades and installations |  | X |
| Use of BACs software |  | X |
| Experience with Civica systems (including Financials and Purchasing) and Adelante systems (SmartPay 6 Income Management and Bank Reconciliation) |  | X |
| Experience of database interrogation with Microsoft SQL Server Management Studio |  | X |
| Experience of system template maintenance using SAP Crystal Reports |  | X |

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| Skills Required | Essential | Desirable |
| Excellent planning and organisation skills with a systematic and thorough approach | X |  |
| Proven investigation skills demonstrating a logical approach to problem solving with the ability to analyse processes and identify process improvement opportunities | X |  |
| Good IT skills including Excel formulas and pivot tables; bank transaction processing; accounting systems | X |  |
| Understanding of basic accounting practices, accounting systems and processes and IT infrastructure | X |  |
| A high level of numeracy and attention to detail | X |  |
| Able to work independently and show initiative in developing systems and improving team efficiency | X |  |
| Able to work well to deadlines and under pressure |  | X |

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| Behaviours | Essential | Desirable |
| Self-motivated and committed | X |  |
| Committed to high standard of performance and continuous improvement | X |  |
| Good team player | X |  |
| Have a flexible approach to the work required to be undertaken and supporting colleagues to ensure the needs of the Councils are met | X |  |
| Integrity, professionalism and efficiency  | X |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.