



## **Job Description**

**Post Title:** Senior Accounting Technician

**Directorate:** Finance and Business Hub

**Reports to:** Management Accountant

**Direct Reports:** 0

**Salary Band:**

**Key Relationships:** Colleagues in the Finance and Business Hub, Finance Business Partners & Budget Holders in the wider business

### **Role Purpose**

The role will be responsible for delivering a professional accounting technician service and ensuring appropriate guidance is provided to key stakeholders whilst ensuring an efficient approach to the management of financial resources which is aligned with WMCA Financial Regulations and best practice. You'll also engage with colleagues in the Finance and Business Hub to drive the team vision.

### **Responsibilities**

- Support Finance Business Partners in providing financial advice to Directors and Budget Holders.
- Provide high quality financial administration services within the Accounting Pool.
- Ensure that financial transactions are recorded accurately in the Finance system.
- Provide efficient month-end accounting activities in line with strict deadlines and WMCA Financial Regulations.
- Provide efficient and effective quarterly forecasting activities.
- Contribute to the development of robust annual budget proposals and associated commentary.
- Ensure clear guidance is communicated to key stakeholders in a timely manner.
- Represent the Finance team at meetings with stakeholders.
- Liaise with external auditors to support the effective completion of the annual audit process.
- Any other duties as commensurate with the seniority of the role.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Management of financial resources	X		X	X	
Providing financial advice & support to Budget Holders	X		X	X	
Working proactively with colleagues across the Finance function	X		X	X	
Supporting multi-disciplinary teams	X		X	X	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Knowledge & understanding of financial management issues	X		X	X	
Microsoft Office Suite	X		X	X	
Stakeholder management	X		X	X	
Local authority accounting		X	X	X	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Membership of Association of Accounting Technicians	X		X	X	
Evidence of continuing professional development		X	X	X	

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

## Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

**Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

**Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

**Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis