

Job Description

Post Title:	Accounting Technician		
Directorate:	Service Support		
Department:	Finance		
Location:	Service Headquarters		
Grade:	F	Date:	September 2026

Responsible To:	Revenue Accountant
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Liaison With:	• All levels of staff • HMRC • Internal & External Auditors • External advisors
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Purpose of Job: The role supports three key areas in the finance department, financial accounting, finance systems maintenance and capital budget monitoring.

Main Activities, Duties and Responsibilities:

Financial Accounting

- a) Assists the revenue accountant with preparing statistical information for returns
- b) Complete reconciliations, examples including but not limited to payroll, VAT, balance sheet and bank.
- c) Support with completing end of year accounts and audit.
- d) To work with both internal and external audit, ensuring the relevant information is provided promptly upon request.
- e) To complete the Treasury Management function on a day to day basis, with the support of the Accountant.

Finance Systems

- f) Support the Systems Accountant with routine maintenance activities Capital Budgets
- g) Support the capital budgeting process including provision of reports and information to budget holders
- h) To carry out such duties as may from time to time, be agreed and directed by the CFO and/or Finance Manager which are commensurate with the grading of this post.

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change, and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Additional Information for Job Evaluation

Budget Directly Responsible For:	N/A
Budget Indirectly Responsible For:	N/A
Number of employees Responsible For:	0
Qualifications and Experience Required:	AAT or equivalent qualification