



# Accountancy Assistant

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Post number: FCS014

Grade: Scale 4

Date: August 2026

Service area: Financial Services

Reports to: Senior Accountancy Assistant

## Job profile

### Purpose

To contribute to the overall effectiveness and efficiency of the Finance Department by the provision of administrative support of a financial nature.

### Dimensions

The post holder will report to the Senior Accountancy Assistant. The post holder will not directly be responsible for managing staff or budgets.

### Main duties and responsibilities

1. Input of purchase invoices, matching purchase orders and paying suppliers
2. Reconcile monthly supplier statements
3. Follow up unauthorised invoices and outstanding purchase orders not matched
4. Monitoring of incoming emails/post to the Finance Department, redirecting mail to relevant person and dealing with any queries from suppliers
5. Set up new supplier requests from budget holders
6. Raise invoices for monthly subscriptions, periodic and adhoc requests



7. Send reminders for outstanding invoice monthly
8. Process payment vouchers and refund requests
9. Collect direct debit payments
10. Run daily / monthly payment reports and distribute to budget holders
11. Deal with finance queries from the public and other departments throughout the Council
12. To work as a fully integrated member of the Finance Department, establishing a good rapport and helping and supporting other team members wherever appropriate
13. Be competent in using the payments system, running and reconciling end of day files and processing the daily banking
14. To participate, as required, in training and exercises as required by the Council
15. To carry out other duties of a reasonable nature as directed by your line manager

## Special conditions

To work outside normal office hours as required to meet the needs of the Council

## Pre-employment checks

Fraud and Corruption Checks

## Business Travel

Casual car user



## Person specification

### Qualifications

| Description                                                                                                                                                                         | Essential or desirable | Assessed through the application form or through the interview |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------|
| 4 GCSEs or equivalent (to include English and Mathematics) or able to demonstrate relevant working experience within an Accounts Payable environment dealing with supplier invoices | Essential              | Application                                                    |

### Experience

| Description                                                                                        | Essential or desirable | Assessed through the application form or through the interview |
|----------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------|
| Experience of computerised accounting systems                                                      | Essential              | Application                                                    |
| Experience of data input                                                                           | Essential              | Interview                                                      |
| Experience of dealing with enquiries in a confident, polite, patient, friendly and positive manner | Essential              | Interview                                                      |
| Experience of working as part of a team                                                            | Essential              | Interview                                                      |

### Knowledge, skills and abilities

| Description                                                                                        | Essential or desirable | Assessed through the application form or through the interview |
|----------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------|
| Proven knowledge of Microsoft Office products (Excel, Word, Outlook) and the ability to use and/or | Essential              | Interview                                                      |



| Description                                                         | Essential or desirable | Assessed through the application form or through the interview |
|---------------------------------------------------------------------|------------------------|----------------------------------------------------------------|
| create spreadsheets and word documents including mail merge         |                        |                                                                |
| Working knowledge of work practices and office procedures           | Essential              | Interview                                                      |
| Good numeracy and administrative skills                             | Essential              | Interview                                                      |
| Ability to work accurately and methodically and to strict deadlines | Essential              | Interview                                                      |
| Good communication skills (verbal and written)                      | Essential              | Interview                                                      |
| Computer literate with quick and accurate typing skills             | Essential              | Interview                                                      |
| Ability to use own initiative and prioritise and manage own work    | Essential              | Interview                                                      |
| Knowledge of Local Government                                       | Desirable              | Interview                                                      |
| Ability to follow processes and procedures                          | Desirable              | Interview                                                      |
| Quick learner                                                       | Desirable              | Interview                                                      |

## Personal Attributes

| Description                               | Essential or desirable | Assessed through the application form or through the interview |
|-------------------------------------------|------------------------|----------------------------------------------------------------|
| Customer focused                          | Essential              | Interview                                                      |
| Commitment to providing a quality service | Essential              | Interview                                                      |



| Description                                                                             | Essential or desirable | Assessed through the application form or through the interview |
|-----------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------|
| Reliable, flexible and responsive with the ability to react to changing service demands | Essential              | Interview                                                      |
| Good interpersonal skills to develop and maintain good working relationships            | Essential              | Interview                                                      |
| Proactive and self-motivated                                                            | Essential              | Interview                                                      |
| A sense of responsibility                                                               | Essential              | Interview                                                      |
| Experienced of an accounts office environment                                           | Essential              | Interview                                                      |