

Northumberland County Council  
**JOB DESCRIPTION**

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| Post Title: Systems Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Director/Service/Sector: Corporate Resources/Corporate Finance |                                                                                                                                                                                                                                                                                      | Office Use               |
| Band: 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Workplace: Home/County Hall/Other Premises                     |                                                                                                                                                                                                                                                                                      | JD No: 3484<br>HRMS ref: |
| Responsible to: Principal Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Date: 25 March 2019                                            | Manager Level: N/A                                                                                                                                                                                                                                                                   |                          |
| <b>Job Purpose:</b><br>To manage, maintain and develop the Council's corporate financial management system, budget preparation and monitoring system, projects system and all related processes to drive continuous improvement throughout the service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |                                                                                                                                                                                                                                                                                      |                          |
| Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Staff                                                          | Supervising graduate trainees and accountancy assistants when undertaking specific projects.                                                                                                                                                                                         |                          |
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| <b>Duties and key result areas:</b><br><div>1. Responsible for the efficient day to day administration of all corporate financial systems that fall within Corporate Finance, including the main financial management system budgeting and projects system.</div> <div>2. Manage and maintain key processes relating to the systems above, including period end, year end rollover and daily interface routines, ensuring they are completed to the necessary timescale and ensuring system integrity and all data capture and reports are completed.</div> <div>3. Responsible for configuring the Hyperion budget monitoring/preparation system and salary budget setting process.</div> <div>4. Act as a Single Point of Contact with the IT department and appropriate software providers for any IT issues or future development needs relating to finance systems. Log and record any issues with all systems used by the Corporate Finance Team and communicate action taken to key staff and where appropriate resolve faults.</div> <div>5. Be the key contact point for system users' queries and problems, providing fault resolution and support.</div> <div>6. Responsible for any upgrading of the financial systems, including representing Corporate Finance on the project team, liaising with software suppliers, testing of new and corrected functionality and coordinating the work of external consultants.</div> <div>7. Responsible for the review and evaluation of functionality available within the main financial systems and reporting tools to ensure they are exploited to the maximum benefit of system users and fully support the Council's financial and business processes and statutory requirements.</div> |                                                                |                                                                                                                                                                                                                                                                                      |                          |

8. Responsible for the maintenance of the Chart of Accounts, including, attributes, flex-fields and hierarchies.
9. Clearance of control/suspense accounts.
10. Complete daily reconciliation reports to ensure transactions from all systems have been uploaded and that all import/ export processes for all financial systems are in order.
11. Coordinate and provide training for new and existing staff as the need arises
12. Provide bespoke and prescribed financial information to services and external bodies when required.
13. Other duties appropriate to the nature, level and grade of the post.

**Work Arrangements**

Transport requirements:

Working patterns:

Working conditions:

Travel to other council premises to provide support and guidance.

Normal office hours but flexi-hours apply.

Home/Office based.

Northumberland County Council  
**PERSON SPECIFICATION**

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| <b>Post Title:</b> Systems Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Director/Service/Sector:</b> Service Director - Finance/Corporate Finance                                                                      | <b>JD Ref:</b> 3484 |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Desirable</b>                                                                                                                                  | <b>Assess by</b>    |
| <b>Knowledge and Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                   |                     |
| <p>Qualified Member of the Association of Accounting Technicians or part qualified CCAB Accountant.</p> <p>A good standard of general education demonstrating numeracy and literacy.</p> <p>Knowledge of the main operational, procedural and practical issues relating to finance.</p> <p>An awareness of current financial regulations, policies, procedures and developments.</p> <p>Evidence of ongoing personal development</p>                                                | Understands the diverse functions of the Council                                                                                                  | (a)                 |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |                     |
| <p>Recent junior supervisory/managerial experience in a relevant context and service.</p> <p>Knowledge and experience of IT support processes, problem-solving skills, and experience in identifying improvements and implementing them within a formal 'change control' environment using structured testing techniques.</p> <p>An understanding and experience of using complex software packages relating to financial management systems, ensuring accuracy and robustness.</p> | <p>Supervisory and staff management experience</p> <p>Experience of Oracle Fusion/Hyperion budgeting.</p> <p>Experience of project management</p> | (a); (i)            |
| <b>Skills and competencies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                   |                     |
| <p>Ability to work as part of a team and foster a positive organisational culture.</p> <p>Positive and flexible attitude to work – particularly new initiatives.</p> <p>Ability to develop productive working relationships that command respect, trust and confidence.</p> <p>Ability to maintain a clear overview of the key issues and prioritise effectively.</p> <p>Excellent written and oral interpersonal and communication skills,</p>                                     | Able to motivate and develop staff                                                                                                                | (a); (i)            |

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| including the exchange of complex and contentious information.<br>Strong problem solving and analytical skills.<br>Highly developed IT skills and ability to understand and develop the use of ICT to achieve work objectives including Microsoft Office.<br>Confident and competent in expressing own views and an active participant in internal and external meetings<br>Well developed negotiating and presentational skills that are persuasive and influential with others. |                                               |          |
| <b>Physical, mental and emotional demands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |          |
| Ability to deal with conflicting demands within tight time-frames.<br>General awareness and sensory attention, with prolonged periods of concentrated mental attention over a range of different activities.                                                                                                                                                                                                                                                                      |                                               | (a); (i) |
| <b>Motivation and Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                               |          |
| Able to meet the transport requirements of the post.<br>Determined to achieve objectives and targets, even when faced with significant obstacles and set-backs.<br>Proactive and achievement orientated<br>Able to work on own initiative, with minimum supervision.                                                                                                                                                                                                              | Determined to achieve objectives and targets. | (a); (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits