

Job Title: Accountant

ID Number: BDE-Accountant

Grade

Reports to: Energy Services General Manager (BDE-OM1)

1. Background and Job Purpose:

This exciting role, reporting to the B&D Energy General Manager, will provide a comprehensive financial support function to B&D Energy. Including:

- To support effective and efficient budgeting, monitoring and accounting systems in respect of both revenue and capital for the service/services allocated
- To provide timely and accurate financial information and advice
- Promote compliance with professional standards and corporate financial processes

2. Specific Accountabilities of the Role

2.1. Budgeting

- 2.1.1. Support the preparation of the relevant forecasts and capital and revenue estimates/budgets (including recharges and support costs) in consultation with the appropriate service managers.
- 2.1.2. Prepare annually in consultation with managers detailed employee costings and ensure costings remain within cash limit
- 2.1.3. Investigate base budget provision in relation to service outputs, review proposed changes in service provision, identify alternative forms of service provision, and report accordingly with a view to securing better value for money and improved services.

2.2. Monitoring

- 2.2.1. Support the regular monitoring of actual expenditure and income for both capital and revenue. In consultation with the appropriate service managers agree projections and, where necessary, report on significant variations from estimate/budget, and implement approved budget virements.
- 2.2.2. Undertake monthly reconciliation of feeder systems, control accounts and balance sheet accounts as required
- 2.2.3. Ensure all necessary recharges/support costs are processed in a timely manner and allocated to the correct codes
- 2.2.4. Undertake regular checks on systems for the certification and processing of orders and payments ensuring effective commitment and budgetary control mechanisms are in place and best practice followed. Report on any adverse findings and improvements required.

- 2.2.5. Undertake regular checks on systems for the identification, billing, accounting and recovery of income due to the department. Report on any adverse findings and improvements required.
- 2.2.6. Ensure effective management and appropriate accounting of grant expenditure and income
- 2.2.7. Devise and maintain new administrative processes and procedures as required.
- 2.3. Closure
 - 2.3.1. Prepare, and supervise the production of, Revenue Accounts, Trading Accounts, and Balance Sheets in accordance with agreed accounting practices and timescales, and liaise with external audit.
- 2.4. Advice
 - 2.4.1. Provide accurate and timely advice to the board of directors that advice is based on up to date knowledge of the relevant legislation, financial regulations and professional requirements
 - 2.4.2. Ensure an understanding and correct treatment of financial transactions for VAT and other relevant taxes
 - 2.4.3. Attend and present at the B&D Energy board meeting.
- 2.5. Other
 - 2.5.1. Ensure effective completion and review of all relevant statutory returns, statistics, benchmarking and grant claims submitted by or to the Council, and deal as necessary with Government departments and outside bodies in consultation with the appropriate service managers.
 - 2.5.2. Ensure appropriate accounting records are maintained and retained
 - 2.5.3. Ensure that the relevant financial decisions and adjustments are properly recorded and implemented.
 - 2.5.4. Promote compliance with professional standards and the Financial Framework within which the Department's service managers carry out their financial responsibilities.
 - 2.5.5. Monitor the financial management systems, processes and procedures operated by the department, evaluate the efficiency and effectiveness of operation
 - 2.5.6. Monitor the performance of services in relation to other authorities and organisations through the use of comparative statistics, and report accordingly.
 - 2.5.7. Undertake regular financial system reconciliations.

3. GENERAL CONDITIONS

General Accountabilities and Responsibilities

Confidentiality

The post holder will be expected to maintain the complete confidentiality of all material and information to which they have access and process.

Data Protection

The post holder must obtain, process and/or use information held on a computer in a fair and lawful way: to hold data only for the specified, registered purposes and to use or disclose data only to lawful persons or organisations as instructed.

Corporate Governance

The post holder must at all times act honestly and openly and comply with relevant corporate governance requirements, company law, employment legislation, standards of business conduct, codes of openness and accountability and other statutory requirements.

Equal Opportunities

To ensure that all duties of this post are carried out so that they conform to good equal opportunities practice in line with the organisation's Equality & Diversity related policies. The post holder should ensure their actions support equality and diversity at all times and adhere to the legal requirements of the Equality Act 2010 and all other Equalities legislation as it is enacted.

Health & Safety

Under the Health & Safety at Work Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the organisation and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks, or potential hazards.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.

3. Expected Experience and Qualifications

CCAB Qualified Accountant, working in line with the International Accounting Standards.

You will be expected to attend further training courses as necessary.

Job Description Agreement

Name of Postholder

Signed (Job Holder) Date

Signed (Manager) Date

***Last reviewed:
Evaluation No***

Person Specification

Post Title	Accountant	Grade	TBC
Section, Division	B & D Energy	Date of Person Specification	1

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
Education, Training and Qualifications	CCAB Qualified Accountant, working to the International Accounting Standards.	E	AF1	Knowledge, Skills and Experience	Preparation of financial reports and provision of financial advice and information Preparation of forecasts and estimates Closure of accounts and completion of financial returns	E	AF2/I
	Ongoing commitment to continuous Improvement.	E	I		Experience of working in a small company.	E	AF3/I
Communication, Contacts and Relationships	Good communication both oral and written Good customer care skills Ability to provide financial support to non-financial clients	E	I	Equalities and Diversity	Positive attitude to diversity incorporating commitment in relationships and work tasks	E	I
	Ability to implement policies & procedures & solve problems with minimal supervision Amicable disposition and	E	I				

	ability to work under pressure/to tight deadlines						
Creativity and Innovation	Be capable of rapidly grasping concepts and presenting ideas	E	AF5/1	Resources, data protection and information governance.			
Supervision / Management of People				Work Demands and Decisions	Ability to organise and prioritise your own time and schedule	E	AF6/1
Drive Values	Deliver Accepts responsibility for own work, and keeps others advised of progress.		AFV1 /I				
	Respond Collects and makes use of feedback to develop and improve services.		AFV2 /I				
	Inspire I take pride in my work and represent my organisation in a positive way	E	I				
	Value I understand my contribution and the part my role plays to meet the objectives of my organisation.	E	I				
	Engage Works with others to ensure that projects and tasks are completed.	E	AFV3 /I				
Any additional factors e.g. specialist "know how"							

Criteria	E - Essential	Method of Assessment			
			AF - Application Form		
			C - Assessment Centre		
			I - Interview		
			T - Test		
			W - Workplace Assessment or job trial		
			O - Other (please detail below)		
	<p>DWP “Disability Confident Employer” Accreditation Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job.</p> <p>Armed Forces Community Covenant All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job.</p>				