

## **JOB DESCRIPTION**

**Post Title:     **Accounting Technician (Technical)****

**Directorate:**                     DIRECTORATE OF CHILDREN'S SERVICES  
**Portfolio/Service Area:**         Support Services – Finance Section

**Scale/Grade:**                     Scale 5

**Reporting To:**                     SENIOR SCHOOLS FINANCE OFFICER (TECHNICAL)

**Responsible For:**                 No direct line management responsibility.

### **Main Purpose of Job:**

- To assist with the support, maintenance, development and introduction of computerised financial information systems to schools.
- To assist with the development of information systems for schools on budgetary matters, ensuring that information is presented in appropriate formats.
- To assist with maintaining and updating the funding formula for schools and to undertake budget modelling as required.
- To ensure that customer service and satisfaction remain a high priority at all times.

### **Responsibilities, Duties and Tasks:**

- To provide advice and support to school staff by telephone and from time to time school visits, in the use of the financial systems (SAP, PFP and FMS) and other financial issues.
- To participate in the training of school staff in the use of computerised financial systems (SAP, PFP and FMS) necessary to maintain delegated budgets.
- To assist with the production of training and operating documents for use by school staff.
- To participate in the development and testing of new financial software for use in schools, organising upgrades and roll-outs of new packages as required.
- To undertake research, development and testing of new software for use in schools.
- To assist with developments and updates of the School Finance Section of EduLink.

- To assist with budget allocations to schools and preparing relevant sections of the statutory returns for publication. To process financial data and journals in relation to school budgets and formula allocations.
- To assist with multi-disciplinary projects and tasks.
- To operate flexibly and in particular to assist at peak times with budget preparations/ notifications.

**General Duties:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

**Contacts:**

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Finance colleagues.

External: Schools, Financial Information System suppliers.

**Notes:**

- The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: Caroline Brand

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