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| **JOB DESCRIPTION** |  |

**Job title: Accountancy Assistant**

**Grade: Grade 4**

**Directly responsible to: Financial Accountant**

**Directly responsible for: N/A**

**Location: Office of the West Midlands Police and Crime Commissioner**

**Job Purpose:**To provide support to the finance function within the Office of the Police and Crime Commissioner to maintain financial administration and control.

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| **Main duties and responsibilities:** |
| * The completion of all administrative activities relating to month end and year end closure
* Setup of purchase orders on the Oracle Purchase to Pay ledger
* Keep a log of all purchase orders requested and all purchase order numbers issued.
* Deal with all payment queries, ensuring that they are resolved in a timely manner.
* Coordination of payments to suppliers and grant recipients and verification of payee details
* Liasing with internal policy officers to determine when payment is due
* The preparation of journals and reconciliations.
* Checking the integrity of data and processing code corrections as and when required.
* Providing basic analysis of data where required on areas of pay and non-pay costs.
* Providing support on areas of activities that cross the finance function.
* Support the preparation of the statutory accounts via the review of transactional data
* Support the budget setting process via data collection preparatory work
* Calculation and charging of ad hoc payments and recharges.
* Monitoring the payment of invoices for the Office and preparing reports on invoices outstanding and payments due, where appropriate.

Key Stakeholders * Chief Finance Officer
* Budget holders
* Project managers
* Commissioning Officer
* Financial Accountant
* External /internal audit
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| **Other responsibilities:** |
| * Represent the culture and values of the office in all contact with the public and our stakeholders
* Provide excellent customer service
* Forge and maintain effective working relationships with all colleagues and other organisations locally, regionally and nationally.
* Take personal responsibility for personal and professional development and maximise own resources in a way which reflects the values of the OPCC.
* Work closely with other colleagues to improve operational practices and effectiveness.
* Ensure compliance with all OPCC policies, procedures and practices.
* Undertake projects/activities as required working across a range of functions within the OPCC.
* Promote diversity and racial equality, ensuring that all activities and matters have proper regard for equality and diversity issues.
* Undertake additional duties as are reasonably commensurate with the level of the post.
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**Personnel Specification**

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * GCSE level with at least 5 GCSEs to include English and Mathematics. Or the equivalent. Or experiential learning
 | * NVQ Business and Finance or equivalent
* Association of Accounting Technicians (AAT) working towards or equivalent.
 | Application form |
| Experience of | * Analytical and judgement skills – ability to question financial information and draw conclusions
* Administrative, business and finance support within an office environment
* Maintaining and operating efficient and effective record keeping and filing systems ensuring they are updated and information is stored appropriately
* Knowledge/Experience of accounting systems and Microsoft Office components.
* Experience of working collaboratively (as there will be a lot of partnership working with internal and external stakeholder)
 | * Working in a political environment.
* Working with senior managers and officials
* Carrying out research
* Analysing and presenting data
 | Application form |
| Knowledge and skills | * Planning and organisational skills – ability to organise own workloads and meet the needs of the team.
* Excellent communication and presentation skills
* High standards of written English
* Ability to utilise a full range of standard office IT software/ packages
* Prioritising workloads
* Building networks and relationships
 | * Ability to support colleagues in the use of standard office IT software/ packages
* Intermediate use of MS Excel
* Prior experience of using Oracle ERP systems
 | InterviewTest |
| Personal Qualities | * Proactive ‘self-starter’
* Flexible to respond to changing commitments and deadlines
* Ability to work on own initiative and prioritise workload
* Ability to work as part of a team to achieve objectives
* Political sensitivity and astuteness
* Promote diversity and racial equality
* Commitment to continuous professional development
 |  | Interview |