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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 |
| **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. |

**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 | Interview  Test |
| 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 |