

Job Description

Job Title	Accounts Officer
Directorate	Neighbourhoods & Housing
Service Area	Leadership Team
Grade	6
Competency Level	1
Salary	£34,314 - £38,626
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	
Job No.	

Job Purpose

The primary purpose of this role is to manage all financial transactions for Neighbourhoods and Housing. From initially raising a purchase order for new contract works to managing all incoming and outgoing financial transactions and providing regular reports to management.

Directly Responsible For:

Not applicable

Directly Responsible To:

Commercial Support Manager, Neighbourhoods and Housing

Main Areas of Responsibility:

- Managing incoming invoices, reconciling them with the relevant service and sending for payment
- Preparing purchase orders for contractors and others engaged on directorate activities
- Liaising with contractors about any queries with invoices or payment
- Maintaining a detailed record of all receipts and payments
- Providing monthly reports to senior management regarding financial activity
- Work with the finance team to prepare spend information against the various categories, i.e., Capital, Income, Direct Debits, Grants, etc
- Recording and validating where the salary payments for each role is from
- Monitoring spend against budget and reporting any anomalies to senior management
- Handling general account enquiries
- Monitoring spend profiles against relevant performance indicators
- Processing payments from external groups or individuals

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Ensuring that your work complies with all statutory requirements, Standing Orders and Financial Regulations of the City Council

- Maintaining proper stewardship of the Council's assets and reporting any financial risks
- Maintaining up to date financial records on the Corporate Finance System
- To ensure line managers receive integrated performance and financial information about their service and bringing to their attention any material issues that might impact on the financial performance or financial management arrangements of the Council

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This role includes using a computer and sitting at a desk for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to A level standard with qualifications in Maths and English (A/I)
- Proven numeracy skills (A/I)

Experience

Essential

- Previous experience of working in an accounts environment (A/I)
- Experience of providing financial support and/or excellent customer service within a busy environment (A/I)
- Knowledge of IT software packages, e.g. MS Office packages including Word, Excel and Outlook (A/I)
- Previous experience of working accurately within procedures and deadlines in a corporate environment (A/I)

Desirable

- Knowledge of accounting software products
- Demonstrate a willingness to undertake any additional training as required to further enhance/improve the job and service

Skills/Abilities

Essential

- Demonstrate good communication skills, both orally and in writing and able to communicate effectively with staff, managers and members of the public (A/I)
- Good organisational skills - Ability to manage own workload/work accurately to meet deadlines (A/I)
- Able to adopt a flexible approach and to work as an effective team member (A/I)

Desirable

- Ability to collate, check and analyse data
- Good level of accuracy and able to pay attention to detail
- Ability to respond to changing work priorities

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council