

ACCOUNTS ASSISTANT (Part-time 15 hours per week)

Limited Term Contract (until 10th July 2025)

Grade 5 SCP 20 - 26 (£30,989 - £37,057 pro rata)

Douglas City Council is seeking to recruit to the post of Accounts Assistant (part-time) on a limited term contract. The successful candidate will support the Finance Manager in the development and delivery of a range of financial services.

The successful candidate must have sufficient experience of working within a financial environment and good accounting knowledge or experience in the accountancy procedures involved in making payments to suppliers and creditors. If you think you have the skills and experience we are looking for, then we would welcome an application from you.

For an application pack please contact the HR Section on 696455 or download one from www.douglas.gov.im.

The closing date for submission of completed applications is:

- **Friday, 9th August 2024 at 5.00 pm**

Miss K J Rice, Chief Executive, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

DOUGLAS CITY COUNCIL - JOB EVALUATION SCHEME JOB DESCRIPTION

DEPARTMENT	Finance
SUB-SECTION	Finance
DESIGNATION	Accounts Assistant
REPORTS TO	Finance Manager
DURATION	Limited Term Contract (until 10 th July 2025)
GRADE	Grade 5, SCP 20 – 26 (£30,989 - £37,057 per 37 hour week) pro rata
HOURS OF DUTY:	15 per week (3 hours per day over 5 days)

MAIN PURPOSE OF THE JOB

Support the Finance Manager in the development and delivery of a range of financial services including planning, accounting, monitoring and advisory services which meet the needs and priorities of the Council's front line and support services. Provide assistance to the Payroll Manager as required.

Provide comprehensive cover in the absence of the Payroll & Payments Assistant and the Finance Assistant.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. Support the Finance Manager in the production of financial information and analysis relative to the Council's capital and revenue budgets and services.
2. Provide support and advice to managers and colleagues on a range of issues including investigation and interrogation of expenditure variances.
3. Provide administrative support and general assistance with the completion of financial projects and investigation into financial issues. Provide assistance with the preparation of estimates and budgets.
4. Ensure financial claims to Government Departments and other local authorities in relation to Agency Agreements, subsidised and sub-contracted services are submitted on a timely basis.
5. Calculate monthly prepayments and accruals. .
6. Check and verify weekly timesheets within the timescales laid down to complete the weekly payroll.
7. Monitor defunct service codes and post correcting journal entries.

8. Responsible for the operation and regular reviewing of progress with insurance claims including liaising with claimants, supervisors and insurance brokers under the supervision of the Payroll & Payments Manager.
9. Work effectively as part of a multi-functional team with the ability to assist in other areas of work as may from time to time be required so as to ensure no backlogs develop.
10. Provide information in a professional and effective manner for the resolution of enquires directed to the Section using judgement to refer/divert calls as appropriate. Undertake calls on behalf of Departmental officers as may be required.
11. Responsible for monthly reconciliation of creditor, direct debit and credit card accounts.
12. Monitor expenses claims submitted by elected members, the resolution of queries and preparation of monthly and annual summary reports in line with statutory requirements.
13. Undertake checking duties associated with payments to creditors and employees where there is a requirement for duties to be segregated for control and security reasons.
14. Maintain the information and administration systems including filing, storage and retrieval and ensure all work is undertaken to a high quality.
15. Ensure complete and total confidentiality is maintained at all times.
16. Promote, encourage and maintain a good working relationship with Government Departments, Politicians, Members of Council, Chief Officers and other officers.
17. Ensure equality of opportunity for all people, in service provision and in employment, and work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
18. Compliance with the provisions of the Isle of Man Data Protection Act 2018, the Computer Misuse Act 1990, Council policies, procedures, Standing Orders, Financial Regulations and any other relevant legislation and Committee procedures.
19. Responsible for ensuring the health, safety and environmental risks are adequately assessed and controlled in respect of self and staff who may come into contact with any aspect of the duties being undertaken.
20. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
21. Bring to the attention of the Finance Manager matters of a personnel, political or sensitive nature.
22. Such additional tasks of a similar level of responsibility, which may from time to time be required be required by the Finance Manager, Assistant Chief Officer (Finance) or Director of Finance.
23. Scanning and coding of invoices as required.

SELECTION CRITERIA

ESSENTIAL

1. Sufficient experience in a financial environment.
2. Good accounting knowledge or experience in the accountancy procedures involved in making payments to suppliers and creditors.
3. Good communication and organisational skills with the ability to prioritise workload, meet deadlines and observe confidentiality in all aspects of work.
4. Self-motivated with the ability to work on own initiative as well as having the commitment, flexibility and motivation to be a constructive member of a team.
5. Numeracy skills appropriate to the post.
6. Literacy skills appropriate to the post.
7. Ability to think logically and communicate well verbally and in writing with a wide range of people.

DESIRABLE

1. Public Sector experience.
2. Actively studying for an accountancy qualification (i.e., AAT or equivalent).
3. Knowledge of the operations and functions of a local authority.
4. Political sensitivity.
5. Knowledge of payroll and creditor payment systems.