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| **EXETER CITY COUNCIL** |

**Job Description**

**DESIGNATION :** Service Accountant

**GRADE :** Grade J

**POST NO :** 0064

**DIRECTORATE :** Finance

**UNIT :** Accountancy

**RESPONSIBLE TO :** Finance Manager – General Fund Services

**SUPERVISORY**

**RESPONSIBILITY FOR :** None

**LIAISON WITH :** All levels of management in all directorates, Members and with outside authorities and organisations

**PURPOSE OF JOB**

The provision of financial advice and all accounting functions in respect of the services managed by one or more Director, Corporate Manager and / or Service Lead.

**MAIN ACTIVITIES**

1. To be the lead accountant for the Council in respect of the provision of management accounting across a range of services providing financial advice and guidance on issues including :

* Preparation of Budgets;
* Budget Monitoring;
* Production of Outturn statements, adhering to deadlines set by the Deputy CFO;
* Capital monitoring;
* Financial advice and Support.

1. To undertake technical research and advise management as appropriate.
2. To regularly attend committee and other meetings representing Finance.
3. To prepare reports and project evaluations, financial and otherwise, within agreed timescales.
4. To consider and develop quality management initiatives in conjunction with the Finance Service Management Team.
5. To manage strategic, corporate and unit projects as required within agreed timescales.
6. Such other duties as may be required from time to time.

**DATE LAST UPDATE**D: **June 2018**