

JOB DESCRIPTION



Role title:	Operational Management Accountant (Career Grade)
Grade and salary:	<p>F- H - Salary £23,331 - £35,307</p> <p>The starting grade will depend on current qualifications.</p> <p>If the successful candidate is appointed on grade F or G, progression beyond the top of each grade (to a maximum of grade H) is dependent on achieving AAT level 3 or level 4.</p> <p>AAT level 2: you will be appointed at the bottom of the Grade F £23,331 (with annual progression to £29,331).</p> <p>AAT level 3: you will be appointed at the bottom of Grade G £25,809 (with annual progression to £32,394).</p> <p>AAT level 4: you will be appointed at the bottom of Grade H £28,359 (with annual progression to £35,307).</p> <p>Progression will also be subject to assessment of satisfactory performance in the different levels of the career grade scheme.</p>
Hours:	37 hours
Department or Division:	Strategic Finance, Finance and Business Services
Location:	Force Headquarters
Post reports to:	Senior Operational Management Accountant
Suitable for job share or part-time:	No
Other considerations:	<p>Under the Agile Working policy this post has been categorised as 'Agile'. This means that you will generally be office based at Force Headquarters but can also work from other force sites or from home on an occasional or regular basis. This will be subject to agreement with your line manager.</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p>
Date last reviewed:	September 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

Derbyshire Constabulary spends in excess of £200m of public money annually.

You will be an integral member of the Strategic Finance team which records, monitors and reports on this income and expenditure. Gaining knowledge of the wide range of policing activities undertaken across the Constabulary, you will use this knowledge to help ensure all financial transactions are recorded in a timely and accurate manner. You will help to produce reliable and meaningful information to support effective decision-making by senior managers across the Constabulary. The role involves interaction with Strategic Finance's and other force stakeholders, including senior police managers and officers in other local authorities and central government.

Day-to-day you will be involved in all aspects of managing the corporate finances of the Constabulary, including annual budget-setting, monthly and quarterly monitoring and the preparation of the annual statutory accounts. The role will help to ensure the Constabulary complies with all legal, regulatory financial practices and guidelines.

The Constabulary works closely with Derbyshire Fire and Rescue Service. As the collaboration between the two organisations develops, you may be required on occasion to work with DFRS finance colleagues.

SPECIFIC ROLES AND RESPONSIBILITIES:

To help maintain the Constabulary's financial ledgers by performing specific routines within the finance system on a weekly, monthly and annual basis

To help ensure all incurred expenditure is identified and accurately recorded

To assist in identifying income due to the Constabulary and ensuring its timely recovery

To help prepare the annual budget for various expenditure headings, obtaining relevant information and performing appropriate calculations as required

To help monitor performance against budgets throughout the year

To prepare accurate/relevant reports for senior managers to assist with decision-making

To respond to ad hoc requests for advice and information on financial matters, including by phone, by e-mail or in person

To assist in the preparation of the Constabulary's annual statutory Statement of Accounts

To provide information to internal and external auditors and to other external stakeholders as required (e.g. officers in other local authorities and in central government departments)

To help complete statutory / other Government returns as and when required

To be aware of technical financial issues such as VAT and how they impact on the Constabulary

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- A pass at AAT Level 2 or higher, and to be actively studying for AAT level 3 or 4 if not yet fully qualified. Equivalent qualifications and exemptions under AAT's scheme for recognition of prior learning WILL be accepted.
- Experience of using accounting/financial management software packages such as Sage, SAP, Unit4, etc.
- Experience of extracting, collating and reconciling financial data to create accurate and meaningful information for end users
- Experience of preparing financial transactions for input to the ledger – e.g. code-correction journals, cash-receipt batches, etc
- Ability to work as part of a team to deliver agreed end-results
- Good time management skills, with experience of managing own workload to meet specific deadlines
- Excellent written and verbal communication skills, with an ability to communicate effectively both internally and externally
- Excellent IT skills including a working knowledge of Microsoft Packages including an ability to present financial information via Microsoft Excel

Desirable:

- Previous experience of working within a public-sector finance environment.
- Previous experience of preparing annual budgets for specific business areas and monitoring expenditure against budget

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.