

<b>Role Title</b>	<b>Reconciliations Officer</b>
<b>Job Family</b>	<b>Finance</b>
<b>Pay Range / Scale</b>	<b>SO2</b>
<p><b>Purpose</b></p> <p>To ensure all payments in and out of the authority are dealt with correctly and reconciled promptly and to maintain the systems and accounts pertaining to this</p> <p>To analyse all bank account entries on a daily basis and raise any queries with the bank</p> <p>To reconcile the Council's main bank account on a monthly basis and maintain the general ledger accounts in the main SAP accounting system</p> <p>To submit VAT report for the Council to HMRC each month</p> <p>Reconcile all payroll accounts to the payments to HMRC</p> <p>Process bank charges monthly</p>	
<b>Generic Accountabilities</b>	<b>End Results/ Outcomes</b>
Deliver a specialist aspect of service delivery, which engages customers / stakeholders and enables them to make effective use of the service.	<p>The service is delivered to the quality, organisational and professional standards required</p> <p>Customer / stakeholder expectations are managed in relation to what can be delivered.</p> <p>The service meets organisational requirements and reflects customer / stakeholder requirements / needs, within organisational constraints.</p>
Maintain all required records and information. Analyse and interpret complex information, for input into reports.	<p>Procedures are adhered to and all information is correctly recorded and processed.</p> <p>Accurate, complete and relevant information / records / reports are provided for internal and/or external use.</p>
Develop specialist documents / materials / activities to support / promote the service area.	<p>All materials / activities are delivered to the required standards and timescales.</p> <p>Communications are clear, well planned and effectively targeted.</p>
Provide advice and guidance to colleagues, customers and stakeholders. Manage escalated or complex customer issues within the specialist area.	<p>Expert advice, information and support are provided on the full range of issues within the field of expertise.</p> <p>Queries / complaints are effectively managed.</p> <p>Appropriate action is taken to resolve the issue.</p> <p>Customers are satisfied.</p>
Maintain information systems which support the specialist area. Contribute to the development of these systems.	<p>Changes to systems, are identified and recommended.</p> <p>Systems meet operational requirements.</p>
Work closely with others to clarify changing customer / organisational requirements.	<p>Customer requirements are identified and documented.</p> <p>Improvement opportunities are identified and recommended.</p>

Develop good working relationships, develop community links and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally.	Specialist work area reputation is maintained or enhanced. Stakeholders are engaged with activity relevant to them. Positive feedback is received from stakeholders. Best practice is shared.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained as relevant within the scope of this post.	Safeguarding standards are monitored and maintained in compliance with Council policy
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.

<b>Job Specific Accountabilities:</b>		<b>End Results/ Outcomes</b>
To assist in the preparation of the annual estimates culminating in the Budget and Council Tax Setting report to Council.	A balanced budget is set for the Council and the Council Tax is set by the statutory deadline.	
To assist in the year-end closure of the accounts culminating in the Outturn report to Cabinet and the preparation of the Statement of Accounts	Accounts are closed accurately and in line with Government timescales.	
To assist in the monitoring and reporting of financial performance against capital and revenue budgets and investigating variances.	Accurate financial reports provided to senior managers and Councillors. Support given to cost centre managers as required.	
To assist with the preparation, calculation, analysis and completion of comparative statistics. Provide financial input into questionnaires, grant/subsidy claims, statutory and other government returns.	Financial information is accurately recorded on submissions and returns both internal and external.	
To reconcile general ledger accounts on a regular basis and produce year end statements.	To ensure errors are picked up in a timely manner and investigated and that all draw-downs/payments from the General Fund are accurate.	

To provide financial information to senior officers, Councillors, Internal and External Auditors and FOIs as required.	All enquiries answered accurately and in a timely manner.	
To undertake such other duties and responsibilities of a comparable of lesser level as required.	Corporate Accountancy performance maintained at highest level possible.	
To understand with the Council's Equal Opportunities Policy.	Council's Equal Opportunities Policy complied with and implemented.	
To uphold with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.	Comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.	
To reconcile the Council's bank accounts on a monthly basis dealing with all queries that arise.	Money in and out of the Council's bank accounts is checked and verified.	
Action daily postings of money in and out of the Council and reconcile all relevant general ledger accounts monthly.	All money coming into and out of the Council is correctly dealt with in the accounts. Control accounts are maintained and meet audit requirements.	
Reconcile all monthly statements for credit cards, prepayment cards and virtual cards.	All card payments are correctly recorded in the Council's accounting system and errors picked up and dealt with in a timely way.	
Compile and submit monthly VAT returns to HMRC	Accurate recording and treatment of VAT in the Council's accounts is maintained.	
Reconcile PAYE/NI/SMP/Pensions on a monthly basis and maintain payroll account reconciliations	Correct accounting for PAYE/NI/SMP/Pensions is maintained.	
Reconcile Council Tax/NNDR refunds between the two systems	CT/NNDR refunds are processed correctly.	

<b>Nature of Contacts</b>
<p>Key contacts are internal and external customers/stakeholders</p> <p>School Business Managers</p> <p>External/internal auditors</p> <p>Bank contacts</p> <p>HMRC officers</p> <p>Ensuring Council's standards of customer care are maintained at all times when dealing with internal customers and outside agencies.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p>

<b>Procedural Context</b>
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Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements.

Reports to: Group Accountant Corporate Accountancy

Usually works within laid down procedures but needs to deal with day-today problems without always referring to others.

Decisions will be made based on Council and legislative policies and procedures

Responsible for meeting performance standards within a policy framework and regulatory guidelines.

### Resourcing

**Budget Responsibilities:** Payments out of main bank account in excess of £100 million each month. Approximately 200 credit/prepayment/virtual cards in use.

**Supervisory Responsibilities:** Occasional supervision/direction of Graduate Trainee Accountants and Accountancy Apprentices

### Behavioural Indicators: All Colleagues

### Knowledge, Skills and Experience

- Ability to implement sound and prompt solutions in the event of real, or potential, reconciliation difficulties in key systems.
- Aptitude for numeracy.
- Ability to encourage effective budgetary control and to assist in the identification of corrective strategies to contain expenditure within Budget.
- Ability to assist to monitor progress against timetables and to implement corrective strategies in the event of slippage or potential problems.
- Ability to assist in identifying potential changes to systems or processes to improve the timeliness and robustness of the reconciliation process.
- Good communication skills.
- Commitment to a scheme of Job Rotation.
- Self-motivated, and able to demonstrate initiative and commitment.
- IT skills, including Microsoft Office suite, and skilled in the use of a computerised general ledger system
- Experience of SAP an advantage

### Indicative Qualifications

- Educated to A level or equivalent work experience and training
- Excellent ICT skills , including high proficiency in Excel and Word
- Excellent standards of written and verbal English

*The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.*