

JOB DESCRIPTION

Job Title	Finance Officer – Corporate Finance		
Directorate	Finance & Procurement		
Reporting to	Chief Accountant		
Grade	12		
Evaluation ref:	AG0062	Job ref:	Family PRC12
Role purpose			
To support the Corporate Finance Team in their various tasks they undertake such as Balance Sheet Reconciliations, Statement of Accounts, Bank Reconciliations, posting accounting journals for various service areas and submitting statutory returns as well as other ad-hoc duties.			
Responsibilities			
<p>Complete the monthly VAT returns for Somerset Council, in accordance with statutory accounting requirements, and have them ready for certification/submission within statutory deadlines. (If deadline not met, this has adverse cash-flow implications for SC, and HM Revenue & Customs impose cash penalties).</p> <p>Assist the Senior Accountant in providing advice to staff across Council departments on matters such as the VAT implications of unusual transactions and new VAT regulations; carrying out compliance checks and special investigations; making voluntary disclosures of earlier VAT accounting errors (penalty minimisation) and in liaising with H.M. Revenue & Customs.</p> <p>Carrying out cash book control activities for Somerset Council and Exmoor National Park. These cash book control activities include: maintaining cash book records; weekly bank reconciliations; inter-account transfers; and liaising with Somerset Council's bankers. Resolve most of the problems encountered.</p> <p>Monitor various holding accounts and taking the necessary/appropriate action to clear items including moving money between organisations.</p> <p>Monitor corporate and control accounts, reconciling and investigating issues, determining and implementing corrective action where required.</p> <p>Carrying out accounting activities for the Pension Fund, liaising with the pensions administration provider when necessary to investigate issues and determine and implement corrective action.</p> <p>Compile and process the central apportionments (for allocating overhead costs across all Council services) in both estimates and closing processes.</p>			

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Assist the Finance Manager – Corporate Finance and Senior Accountant in the capital accounting processes and statutory and management reporting needs.

Process various Income, Payroll and Accounts Payable payment runs on the Albacs system.

Assist other team members in various revenue accounting consolidation activities for the authority, as directed by the Service Manager - Chief Accountant and Service Manager - Management Accounting. Such activities include, but are not restricted to annual SC budget production; inflation monitoring; production of the Members Card; precepting issues; production of budget monitoring and outturn reports and returns; production of final accounts and related statutory reports/returns; compliance checking of income and expenditure transactions (over £100,000); liaising with the Council's external auditors and completion of various questionnaires for Government departments and other bodies.

Extract, collate and analyse data from the financial accounting system (SAP) and other systems and compile and produce reports for services and FOI requests.

Impact

Contacts & Relationships

The postholder has regular contact with service finance managers and their staff across the county on issues relating to various revenue and capital transactions. The nature of these contacts is either to provide advice and guidance, or to seek/clarify/chase up information.

The postholder will also have external contacts with external auditors - to deal with their queries arising in their audit work and with Government departments - to seek or clarify information.

The postholder will also have regular contact with a number of staff within the department, with Somerset Council's bankers (NatWest) on issues relating to bank reconciliation, with finance staff in other Council departments for VAT matters and with the external pension administration provider and admitted bodies to the Somerset Pension Fund.

The nature of these contacts is often in an advisory capacity or relates to seeking information. Sound technical knowledge and strong communication skills, tact and diplomacy are required, as well as the ability to develop and maintain good working relationships based on trust in the sound and reliable judgement of the postholder.

Resources

Value of corporate revenue budget: £750 million (gross).

Value of corporate capital programme: £400 million (gross).

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Average monthly VAT claim (reimbursement): Some £2m.

Somerset Council Bank reconciliation activity: 3 main bank accounts (160,000+ transactions).

	Essential	Desirable	
Knowledge			
Fundamental understanding of accounting processes and concepts such as double-entry bookkeeping.	X		
Fundamental understanding of public sector accounting.		X	
Experience			
Have had experience working in a finance related role previously.	X		
Previously used an ERP finance system such as Microsoft Dynamics or SAP.		X	
Qualifications / Registrations / Certifications			
Studying/completed an accounting qualification such as AAT.	X		
Working towards a professional accounting qualification such as CIPFA.		X	
Skills			
Analytical mindset with good ability to problem-solve. Confident with using various Microsoft products such as excel. Good communication skills and the ability to be adaptive to varying tasks and responsibilities as well as being able to work independently alongside working in a team.	X		
Working Conditions			
This is a hybrid role that offers remote working from home as well as being onsite in one of the Council offices.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			

JOB DESCRIPTION

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: May 2025