



## Job Description:

<b>Job</b>	Accountant
<b>Hours per week</b>	35
<b>Service</b>	Corporate Services
<b>Team</b>	Finance
<b>Job location</b>	Balloch – with hybrid working model in place
<b>Line Manager</b>	Finance Manager
<b>Band</b>	D

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### Key purpose

The role will be hybrid, working in part at the National Park headquarters in Balloch and, if the candidate desires, at home.

This will be a key team member in the Authority's finance and procurement function. The main purpose of the role includes:

Delivery of statutory and management accounts, budgets, forecasting, management information, and reporting services for Loch Lomond and The Trossachs National Park Authority and

Providing support for the delivery of the Authority's finance functions, including: effective and efficient finance operations, processes and systems, the review and application of statutory and regulatory changes in public body financial accounting and effective performance reporting to meet organisation needs and enable informed decision-making.

### Key accountabilities

- Preparation of monthly management accounts and financial reporting to managers, the Executive, the Board and Board Committees, including commentary and variance analysis

- Completion and submission of monthly budget monitoring reports to the Scottish Government
- Act as business partner with budget holders. Preparation, profiling and monitoring of budgets (salary budget/ team budgets/ organisational level budgets).
- Assist in the development of new reporting from our finance system
- Support the preparation of the annual statutory accounts and liaise with External Audit
- Review, interpret and advise on statutory and regulatory changes in public body financial accounting and determine appropriate changes in internal policies, controls and financial accounting to comply with statutory requirements and best practice.
- Provide financial advice, guidance and support to the organisation to support business needs
- Prepare and assist with the documentation of policies, procedures and controls.
- Undertake any other duties appropriate to the grade as required.

## Person specification

<b>Assessment Areas</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<i>Relevant Experience</i>	<ul style="list-style-type: none"> <li>• Experience of preparing and presenting management accounts, budgets and forecasts;</li> <li>• Working knowledge of financial systems including nominal ledger coding structures</li> <li>• Experience of month-end processes including Trial Balance, variance analysis and reconciliations;</li> <li>• Able to extract data from finance systems for reporting purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of preparing end of year statutory accounts, liaising with internal and external auditors;</li> <li>• Experience of working within a finance unit in a public sector environment (ideally NDPB)</li> <li>• Bank payment processing including use of appropriate software</li> <li>• Experience of developing, writing and implementing policies</li> <li>• Ability to review, apply and implement changes in accounting standards and guidance to an organisation;</li> </ul>

<p><i>Specific Skills, Abilities and Qualities</i></p>	<ul style="list-style-type: none"> <li>• Intermediate Excel skills</li> <li>• Excellent understanding and ability to interrogate finance systems</li> <li>• Self-starter, collaborative and flexible worker</li> <li>• Articulate with excellent interpersonal skills, including good report-writing skills</li> <li>• Ability to translate financial information for a variety of audiences</li> <li>• Ability to meet deadlines</li> <li>• Driven</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Excel skills</li> <li>• Knowledge and understanding of Scottish Public Finance Manual (SPFM) and Financial Reporting Manual (FReM)</li> <li>• Experience of working in a small finance team</li> <li>• Technical accountant with knowledge of accounting standards</li> <li>• Ability to analyse reports/systems/working practices to identify potential improvements</li> </ul>
<p><i>Required Qualifications</i></p>	<ul style="list-style-type: none"> <li>• Part Qualified Accountant with significant hands-on experience</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified Accountant with membership of a CCAB/ professional accountancy body</li> </ul>
<p><i>Any Additional Job-Related Requirements</i></p>	<ul style="list-style-type: none"> <li>• Flexible approach to working</li> </ul>	<ul style="list-style-type: none"> <li>• Current UK Full Driving Licence</li> <li>• Interest in Climate change</li> </ul>