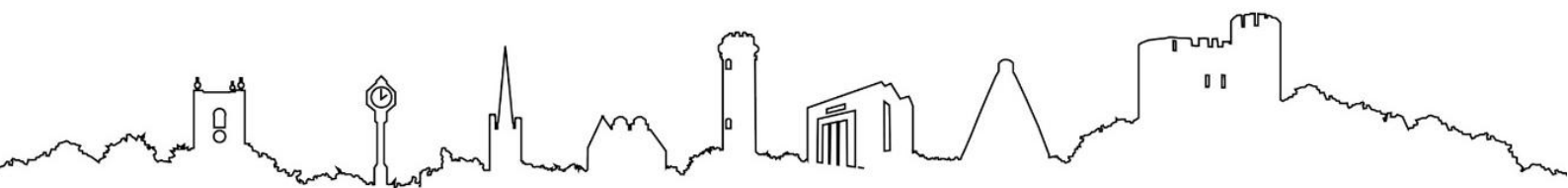
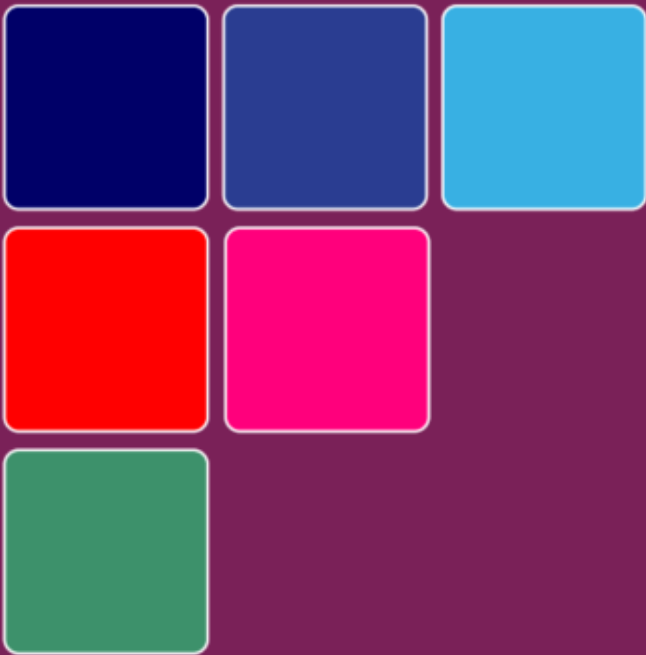


Principal Accountancy Assistant



DMBC Operating Model 2024 - Vision:

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.

Case for Change July 2024

Our Values:

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.



...we will be one council, building an effective and dynamic organisation

Job Description

Job Title:	Principal Accountancy Assistant
Grade and Salary:	Grade 8, £35,412 - £38,220
Reports to:	Senior / Principal Accountant
Post Number:	FIN051A

Role Purpose:

To provide a quality Accountancy service to the Authority's Departments and any external customers that Accountancy Services may have contracted to serve.

Specific Responsibilities:

- To provide a quality Accountancy Service to our customers.
- To ensure that all customers receive good value for money from the resources they have available.
- To prepare budgets, monitor income and expenditure, provide support with the closedown process and to provide financial advice, guidance and support to a number of budget holders for related revenue budgets and grant-funded projects.
- To ensure that balance sheet accounts are monitored regularly and reports issued to Budget Holders.
- To be responsible for the completion of grant claims and collate other statistical returns where necessary.
- To interpret and apply grant funding conditions and advise project managers and other relevant staff appropriately
- To work alongside and provide support and training to other team members and to supervise junior staff.
- To provide support in the preparation of reports, as directed.
- To represent the Accountancy team on relevant working groups operating across the Council
- To keep Managers informed as to all developments relating to the post holder's specific areas of responsibility.

- To liaise with the Authority's external auditors in respect of areas of work undertaken.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Department.

Management/Supervision

- Attend service team and staff team meetings.
- To provide support to the Finance Manager, Principal and Senior Accountants, as and when required.
- To participate as interviewee in the My Dudley Conversation (annual review) process.
- To recognise changes in the service and identify personal training requirements to accommodate this.
- To maintain documented procedures for all work-based processes relating to this post.

Key Responsibilities:

- To be accountable for and promote equality, diversity and community cohesion to meet Group, Department and Function objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Group.
- To represent the Council and Group in a professional manner meeting the Corporate and Group aims. To comply with Group and Corporate policies.
- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Group aims and management style.
- To comply with the council's financial regulation and standing orders
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.

- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions:

This post is subject to the DBS checking process

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old)

The post holder is required to work onsite 3 days per week

Prepared by: Catherine Ludwig

Date: 06/08/2026

Person Specification

Essential criteria:

Qualifications and Experience		Application form	Technical assessment	Interview
1.	Previous working experience in an accounting environment preferably Public Sector including management of complex budgets	√		√
2.	Minimum of 5 GCSE's Grade C or above including Maths and English, or equivalent	√		
3.	AAT qualified at least to L3 or a relevant degree qualification	√		
Skills and abilities				
4.	Proven commitment to public service and the ability to champion equality, diversity and inclusion and embedding these as core values	√		√
5.	Ability to use PC based information technology	√		√
6.	Good working knowledge of spreadsheets, preferably Excel, including the manipulation of data from computer systems	√		√
7.	The ability to understand and analyse complex financial data	√		√
8.	Working knowledge of Local Authority accounting would be an advantage	√		√
9.	Good verbal and written communication skills	√		√
10.	Ability to produce accurate numerical work	√		√
11.	Self-motivation and show some initiative	√		√
12.	Ability to work well as a member of a team and independently if required	√		√
13.	Ability to meet targets and pre-determined deadlines	√		√
14.	To be committed to the aims and objectives of the department	√		√

15.	Ability to supervise staff and lead projects when required	√		√
16.	Ability to be able to travel around the Borough to various locations	√		√
17.	Ability to communicate complex financial information to non-financial colleagues	√		√