

FAREHAM

BOROUGH COUNCIL

JOB TITLE: Accountancy and Audit Officer

SALARY: £32,597 - £35,863

What is the role?

Reporting to a Senior Finance Business Partner you will assist the Accountancy and Audit teams in the delivery of their services. This will include providing administrative and technical support to the Section 151 Officer, and the Deputy Section 151 Officers. It will also include providing assistance with regular and ad hoc work to the Internal Audit Manager.

You will:

- Carry out regular financial routines assigned to you, such as financial analyses, data imports, recharges, monitoring summaries and reconciliations.
- Deliver short, lower risk planned and unplanned internal audit assignments including a written report for the audit manager.
- Carry out ad-hoc task and finish financial tasks and projects assigned to you, as identified by the accountancy or audit managers.
- Carry out assigned reviews and analyses of processes and costs and prepare written and verbal reports for the finance or audit managers, as required.
- Lead or assist in the delivery of specific financial responsibilities assigned to you, which may include:
 - Carrying out monthly testing of the accuracy of VAT coding on Council systems such as procurement cards, payroll, income collection and invoice processing.
 - Liaising with services who consistently miscode VAT and provide support and advice.
 - Assisting with the training of new employees on accurate VAT coding.
 - Supporting the work of a Debt Lead Officer for a particular debt stream.
 - Collating updates on the progress of projects in the Opportunities Plan.
 - Organising meetings and collating information for the Annual Governance Statement.
 - Organising meetings for the bi-annual risk management workshops.
 - Organising regular meetings required by the Senior Finance Officers.
- Assist with budget setting, budget monitoring and financial forecasting.
- Support managers in understanding the financial position of their services.
- Contribute to the preparation of the Statement of Accounts and financial returns.
- Assist with monitoring the position with the Council's Collection Fund including the interfaces between the Council's financial and revenues systems.
- Assist with operational finance processes, as needed, including payments to suppliers, collection of income from customers and procurement card processes.

- Contribute to the continual improvement of the processes used by the finance and audit service.
- Be proactive in identifying and helping solve problems and realise opportunities to make a difference to services and customers and/or the financial standing of the Council.
- Help maintain appropriate information and measures as to the performance of the teams in the finance and audit service.
- Assist with data cleansing exercises on the current databases used by the finance teams.
- Attend the Finance Business Partners Group, to provide operational input and support.
- Provide financial information and advice in a way that suits individual service needs.
- Act professionally at all times when speaking to customers and colleagues.
- Have a willingness to support other areas of the department and embrace a 'one team' and 'one Council' approach to the delivery of the Directorate's services.

You will be expected to work flexibly and help and support other members of the accountancy, audit, exchequer and revenue teams as needed. You will need to keep on top of your workload and update your manager on progress and capacity, agreeing priorities when necessary.

Who is the Person?

It is vital to us that you have:

- Experience in an accountancy or audit environment.
- Excellent numeracy, ICT and written communication skills including a strong working knowledge of MS Excel and MS Word.
- Excellent telephone manner and verbal communication skills.
- Strong inter-personal skills and the ability to work as part of a team both within the finance and ICT directorate and with the other services in the Council.
- Time management skills and flexibility to deal with changing priorities.
- A mature attitude and ability to work on your own initiative.
- Strong sense of doing the right thing to protect the Council and its assets
- The ability to achieve objectives and to take action to improve your own performance whilst encouraging others to do the same.
- A sense of pride and determination to do a good job.

Ideally you will have:

- An accounting technician qualification or relevant internal audit qualification.
- A strong understanding of the different categories of input and output Value Added Tax.
- Conflict resolution skills.

Last Updated: May 2026

Our policy is to make adaptations for those who have substantial and long-term disabilities. If you need an adaptation to carry out any of the above, please let us know.