



JOB PROFILE

Post Title:	Accounts Assistant
Portfolio:	Treasury, Infrastructure and Sustainable Development
Responsible to:	Senior Accounts Assistant
Responsible for:	No direct reports
Grade:	Band B

Job Purpose

To improve the lives of all within our community and help the island thrive through the efficient and accurate entry of financial data through the government accounting system and the effective monitoring of all St Helena Government's transactions.

Main Duties and Responsibilities

1. Processing various types of transactions onto the accounting system through the Payroll, Sales Ledger, Purchases Ledger and Cashbooks, ensuring that all transactions have the appropriate supporting documentation and have been properly authorised in accordance with the Financial Regulations.
2. Prepare payment vouchers and process transactions through online banking platforms.
3. Assist the Senior Accounts Assistants in monitoring all creditor accounts on the Purchases Ledger to identify any erroneous entries or unusual balances. Prepare and process adjustments to supplier accounts as and when required.
4. Assist the Senior Accounts Assistants in monitoring all debtor accounts on the Sales Ledger including Government Landlord Rents, Housing Loans, House Purchase and general accounts including editing and updating account information and allocating transactions. Prepare and process adjustments to debtor accounts as and when required.
5. Assist the Senior Accounts Assistants in the timely collection of debts in accordance with the Financial Regulations and Debt Collection Procedures.
6. Assist the Senior Accounts Assistants in the preparation of external funding claims to UK Government and other funding providers.
7. Assist the Head of Financial Services in the counting of cash when receiving cash deposits (for example from Customer Services Centre or Bank of St Helena Ltd) and assist when required with the yearend cash counting procedures or departmental cash holding spot checks.
8. Assist the Accounting Technician with reconciliation and analysis of accounts on the financial ledgers; processing of journal entries on the financial accounting ledger; and extracting information from the financial ledgers and compilation of working papers to support annual financial statements where necessary.



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9. Under the direction of the Senior Accounts Assistants arrange for the filing and adequate storage, both physically and electronically, of various accounting documents on a regular basis for easy retrieval and to satisfy statutory obligations.

10. Make recommendations for improvements in relation to administrative systems and processes.

11. Ensure service users timely responses to their telephone and email enquiries and processing all associated paperwork in a timely manner.

12. Take responsibility for own development and helps others acquire skills and experience.

Special Conditions

There are no special conditions associated with this role.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme.	ii
Analysis and use of Information: Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	ii
Decision Making: Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team.	ii
Working with Others: Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements.	ii



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Raises difficult issues with others in order to resolve them.	
Communication: Can write clearly without spelling or grammatical errors. Uses jargon free language. Is able to record factual information accurately.	ii
Influencing and Persuading: Is receptive to constructive feedback. Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood.	ii
Dealing with Change: Sees change as an opportunity. Supports colleagues in understanding change. Participates readily in change initiatives. Assists others to accommodate change. Focuses on benefits to self and/or others.	ii
Continuous Improvement: Makes business and efficiency improvements through use of appropriate systems and tools. Shares knowledge and experience with others. Manages own development and performance. Learns lessons from both successes and failures.	ii
Managing Resources: Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
A Level 2 or above qualification in a relevant subject – such as Maths, ICT, Business Administration etc. or equivalent level of demonstrable attainment or experience	E	√	
ACCA Diploma in Financial and Management Accounting (RQF Level 2) or equivalent level of demonstrable attainment or experience or willingness to study	D	√	
Recognised qualification in ICT e.g. ECDL	D	√	
Knowledge & Experience:			
Previous experience in an accounting role	D	√	
Experience of making recommendations for improvements in relation to systems and processes	E	√	√
An understanding of how to handle, resolve and escalate enquiries and pass on information promptly	E		√
Experience of working independently and as part of a team	E	√	√
Experience of using information to develop solutions and solve problems	E	√	√
Skills and Abilities:			
Proven and effective administrative skills. Understands the need for confidentiality	E	√	√
Good written and verbal communication skills	E	√	√
Confident in using ICT systems relevant to role i.e. Access Dimensions and SelectPay or similar packages including Management Information Systems and MS Office	E		√
Able to work on own initiative without constant supervision	E		√
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure	E		√
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines	E		√
Able to help others acquire skills and experience	E		√
Other:			
Willingness to work flexibly	E		√



PERSON SPECIFICATION

Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.