

## **ACCA TRAINEE FINANCE & RATING ASSISTANT**

**37 HOURS PER WEEK**

**ANNUAL SALARY: £31,000 - £33,000**

**(depending on qualifications and experience)**



Join a dynamic team at the forefront of managing surface water in the Upper River Great Ouse catchment. The Bedford Group of Drainage Boards is seeking a driven individual to fill the role of ACCA Trainee Finance & Rating Assistant. This is an exceptional opportunity to embark on a rewarding career path within finance while contributing to vital environmental initiatives.

### **Key Responsibilities:**

- Assist the finance team with day-to-day financial tasks.
- Manage the administration and organisation of the Boards' rating system.
- Benefit from fully funded ACCA professional accounting qualification training.

### **Qualifications and Attributes:**

- Strong interpersonal skills with a pleasant and confident telephone manner.
- Exceptional organisational skills, ability to prioritise tasks, and work effectively under pressure.
- Commitment to high ethical standards, both professionally and personally.
- Excellent written and verbal communication skills.
- Patient and supportive demeanour towards budget holders.
- Enthusiastic, positive attitude, and eagerness to learn.
- Meticulous attention to detail and accuracy in record-keeping.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, Internet Explorer).
- Minimum AAT Level 4 qualification
- Team player with the ability to collaborate effectively internally and externally.
- Valid UK driving license.

### **Benefits:**

- Access to the Local Government Pension scheme.
- Generous holiday allowance starting at 22 days per year, which increases with full years' service, reaching 26 days, in addition to 4 Statutory Days and 8 Bank Holidays.

For more details about this position, see the job description and person specification below, contact Nicole Hunter on 01234 767995 or email [nicole.hunter@idbs.org.uk](mailto:nicole.hunter@idbs.org.uk) with any further questions regarding the opportunity.

### **TO APPLY:**

Please send a copy of your CV by email to [nicole.hunter@idbs.org.uk](mailto:nicole.hunter@idbs.org.uk), alternatively by post to Nicole Hunter, Bedford Group of Drainage Boards, Vale House, Broadmead Road, Stewartby, Bedfordshire, MK43 9ND.

**The closing date for receipt of applications is 01 August 2024.**

We look forward to receiving your application.

## Job Description

<b>Job title:</b>	ACCA Trainee Finance & Rating Assistant
<b>Department:</b>	Finance Team
<b>Location:</b>	Stewartby, Bedfordshire
<b>Responsible to:</b>	Principal Accountant
<b>Responsible for:</b>	No line management responsibilities
<b>Overall Purpose:</b>	To fulfil the role of Finance & Rating Assistant assisting the finance team with day-to-day financial tasks and all matters relating to the administration and organisation of the Boards rating system.
<b>Grade/Salary:</b>	£31,000-£33,000 (dependent upon Qualifications and Experience)
<b>Employer:</b>	Bedford Group of Drainage Boards
<b>Effective Date</b>	18 July 2024

## Context

The **Bedford Group of Drainage Boards** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the upper reaches of the River Great Ouse catchment, from North Oxfordshire, through Buckinghamshire, Milton Keynes and Bedfordshire to Huntingdon. Together they share vision, values and standards, and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at both a national and regional level.

**Internal Drainage Boards (“IDBs”)** are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

We are actively involved in maintaining and improving watercourses and liaising with planning authorities about flood risk, sustainable drainage systems and development. As our ACCA Trainee Finance & Rating Assistant you will be responsible to the Bedford Group’s rating processes, these will mainly be in relation to the Board Drainage Rates. Collections of these Drainage Rates allows us to carry out essential watercourse maintenance and reduce flood risk within our Drainage Districts. All properties within a Drainage District are deemed to derive benefit from the activities of an IDB. Every property is therefore subject to a Drainage Rate paid annually to the Board.

We are now looking for a ACCA Trainee Finance & Rating Assistant to join our small friendly team.

## Role and Responsibilities

To work as part of a team and contribute to establishing a high performing team recognising and promoting best practice, delivering consistent quality throughout the business in the following areas-

### Finance

- To implement and ensure compliance with and to support the development of policy and procedures and business standards.
- Assisting with daily accounting and transaction processing; including payroll, purchase ledger, sales ledger, nominal ledger, fixed assets, stock records, invoices, payments, time sheets, plant sheets, job costings and BACS processing, obtaining necessary authorisation.
- Assist with the monthly preparation of accounts.
- Assist with the preparation of reports for Board Meetings.
- To produce account and VAT Reconciliations.
- To carry out annual asset checks.
- Produce Month End reports on outstanding rates.
- Telephone, email, letters and processing other internal and external correspondence.
- Ensuring all sources and audit trails are properly maintained.
- Liaising with internal and external auditors, the bank, HMRC, ratepayers, and assisting with other audit or inspection requirements.
- Data entry to assist the Finance Department; including timesheets and plant sheets.
- Assist with the scanning, filing and archiving of finance records under the direction of the Principal Accountant.
- Assist the Operations Manager with budget control through the use of the Boards Asset Management System.

### Rating Administration

- Assist with rating queries, updating ratepayer records on the Board Drainage Rating System (DRS).
  - Liaising with the Board GIS/Asset Technician to update mapping records.
  - Managing the Boards rating email addresses.
  - Assist in the migration over to the new Drainage Rating System.
  - Produce letters to external stakeholders in relation to Drainage Rates and Special Levies.
  - Produce reports as required using the Boards Drainage Rating System
  - Assist with the distribution of annual Drainage Rates, reminders and Court Summons letters.
  - Conduct Land Registry searches to identify unknown owners of land.
  - Maintain records of annual values and land transfers from rating land to Special Levy and raise special levy invoices.
  - Allocation of ratepayer monies received to the account, dealing with any anomalies, or outstanding rates and preparing any ratings write offs for authorisation.
  - Ad hoc site visits to determine land changes from agricultural to commercial land
- Assist with the registration and collection of Direct Debit/telephone payments.

### General Administration

- Produce letters and reports as required
- Maintain electronic and hard copy filings systems as required
- Assisting others in the organisation as and when necessary, especially during periods of holiday and sickness.

To undertake any such additional duties that is reasonably commensurate with the level of this post

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A minimum of 5 GCSE's (or equivalent qualifications) at Grade C or above including maths and English subjects.</li> <li>• A minimum AAT Level 4 qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 1 'A' Level qualification ideally in a relevant subject area such as Geography, Business, Maths or Computing.</li> <li>• Part ACCA qualified with a view to continue studies to completion.</li> </ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Minimum of 2 years of general finance/accounts experience.</li> <li>• Experience in working directly with customers through phone and email correspondence.</li> <li>• Competent in Microsoft Excel and Microsoft Word.</li> <li>• Previous experience in the use of Sage 50/200 or similar accounting packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in the Public Sector.</li> <li>• Experience of working within an accounts payable and/or receivable function.</li> <li>• Experience in debt collection.</li> <li>• Experience in payroll.</li> </ul>
Skills/Knowledge	
<ul style="list-style-type: none"> <li>• Pleasant and confident telephone manner.</li> <li>• Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure.</li> <li>• A high standard of ethics, both professional and personal.</li> <li>• Well-developed written and spoken communication skills (including report and letter writing). Patient and helpful to budget holders.</li> <li>• Positive, enthusiastic, and keen to learn.</li> <li>• A methodical approach to work, demonstrating an attention to detail as well as an accuracy in record keeping.</li> <li>• Ability to competently use computer software such as Microsoft packages (Excel, Word, Outlook and Internet Explorer).</li> <li>• Ability to work well with others at all levels both internally and externally.</li> <li>• A full and valid UK driving licence.</li> </ul>	

Declaration and acknowledgement	
<p>I confirm that as of the date stated below the information in this job description is accurate and reflects the requirement of the role.</p> <p>Please note the details of the job description will be updated should substantive changes to the role occur or be proposed.</p>	
<b>Line Manager:</b>	Nicole Hunter
<b>Position:</b>	Principal Accountant
<b>Date:</b>	18 July 2024