



ADUR & WORTHING  
COUNCILS

**Job Description**

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Digital & Resources
<b>Section:</b>	Finance
<b>Post Title:</b>	Part time Senior Accountant VAT (Temp)
<b>Post Number:</b>	42127
<b>Accountable to:</b>	Principal Accountant (Strategic Finance)
<b>Management responsibility for:</b>	Not applicable
<b>Authority to liaise with:</b>	Officers, auditors, HMRC and Tax advisors.
<b>Meetings attended on a regular basis:</b>	Departmental management teams, Ad hoc meetings with officers and auditors.
<b>Work style</b>	Flexible

**Principal purpose of job (role summary)**

- Part time job share VAT officer for Adur and Worthing Councils.
- To assist with the reconciliation of Adur and Worthing bank accounts.
- To assist with duties of the Accountancy Technical Team.

**Main duties, tasks and responsibilities of post holder**

1. To be responsible for both Council's VAT advice service, accounting, and monthly VAT claims.
2. To participate in any specified projects and to give ad hoc financial advice.
3. To attend and give advice financial and technical advice at meetings of officers.
4. To complete all relevant statutory returns, grant claims and other relevant returns.
5. To attend regular taxation forums and keep up to date with relevant legislation and guidance.
6. Undertake all duties in accordance with Council policies, in particular those

relating to Customer Care and Equal Opportunities.

7. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
8. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
9. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.