

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

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Job title:	Accountancy Assistant	Location:	Cirencester (Other offices considered)
Department:	Finance-Exchequer	Service:	Finance
Reports to:	Laura Bowers	Working Hours:	30 hours per week
Job group:	Process & Internal Support	Peer group no:	PG-C5
Business World Post number:	880000576	Direct Reports (if applicable):	n/a
FTE Salary pro rata:	£25,223min to £27,197mid	Contract type:	Permanent

The what Main purpose of this specific role:	To maintain an accurate up to date position the cash receipts for the organisation.
The how Main requirements for this specific role:	<ul style="list-style-type: none"> • To be responsible for importing data (e.g. cash receipting files, bank statements) into the ERP system as part of the day-to-day procedures, including posting and matching sundry debtor cash to the system. • To be responsible for identifying and processing all data not processed by regular interface files or rejected by the system • To be proactive in the implementation of the service delivery plan and support the general development of services offered by Publica.

	<ul style="list-style-type: none"> • Undertake all reconciliation work within the given area of activity (e.g. petty cash, bank and cashier suspense accounts, etc). • To contact external organisations and internal partner organisations to ensure the correct allocation of unidentified items. • Produce / create reports – routine or ad hoc on request • To be responsible for clearing the exchequer inbox of all queries in a timely manner. • Support Internal & External Audit requirement
Essential qualifications/skills /experience specific to this role:	<ul style="list-style-type: none"> • Qualifications equivalent to NVQ level 1 or GCSE in Maths and English • Ability to establish and maintain good working relationships • Natural and engaging style of communication • Ability to apply good judgement and query issues where appropriate
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Experience of bank reconciliation work • Experience of working with a computerised Financial Management system • Experience of working as part of a team. • The ability to learn new skills and tasks • Competent in using a range of technology and software packages, including Microsoft and Google • Good written and verbal communication skills
	<p>Generic Job Profile:</p>
Main Purpose of a role within this job group:	<p>The purpose of the role is:</p> <ul style="list-style-type: none"> • To provide transactional services to support and assist the business function, process and service delivery • To respond to the needs of internal and external customers, within clearly defined business processes and ways of working in the specific function or business area

Key Responsibilities of a role within this job group:	<ul style="list-style-type: none"> Working under the general direction and guidance from the Business Manager or Operational Manager to undertake allocated tasks and duties as instructed Carry out end to end business processes in a timely and effective manner in accordance with quality standards, guidance and procedures Ensure all relevant customers and company information is captured and recorded accurately Handle queries and follow through to the appropriate, authorised level of resolution or redirect as required Update and maintain internal data and records Identify issues and escalate issues which may potentially impact service delivery Undertake any other duties as reasonably required to do so
General Accountabilities:	<ul style="list-style-type: none"> Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment Work in compliance with the Codes of Conduct, Regulations and policies of Publica To support the response to a major incident, including taking up a designated role within the emergency management framework
Special Conditions:	<ul style="list-style-type: none"> There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business You will be expected to work reasonable additional hours in line with the needs of the service Full UK Driving License Ability to travel/ access to a vehicle for work purposes Your role will require a Baseline Personnel Security Standard Check (BPSS)
Date reviewed:	23 December 2025

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Reviewed by:	Keren Bass	
Manager job title:	Head of Finance (Interim)	
Checked HRBP	Name	Date

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