



Post title	Trainee Accountant
Division / Section	Finance
Department	Corporate Services
Responsible To	Senior Accountant
Number of post holders	5
Acting up/ Secondment	Not applicable

Purpose of Job:

Graduate Trainee Accountants will undertake a range of placements across a number of teams within the Finance function. The work is likely to include:

- Management accounting
- Budget preparation
- Financial accounting
- Financial control
- Project work
- Internal auditing

There may also be opportunities to gain some experience in the following areas:

- Treasury management
- Procurement
- Payment processing
- Financial information systems

Graduate Trainee Accountants will be required to show measurable improvement in their performance over the specified three and a half year training period. Objectives will be set at the start of each placement and assessed at the end of each placement. At the end of the three and a half years fixed-term contract, a position with the Council is not guaranteed, although candidates will be encouraged to apply for internal positions towards the end of their placement. If at the end of the three and a half

year period a position has not been secured, candidates will leave the organisation.

The post offers new entrants to the labour market the chance of paid employment combined with the opportunity to be trained in the relevant occupational area. The post includes the opportunity to gain valuable work experience, to contribute to the work of the department and to gain a nationally recognised accountancy qualification.

Major Tasks

In the early stages of employment, Graduate Trainee Accountants are closely supervised, however, as you gain more experience, you will be expected to carry out duties on your own or as lead officer on occasion and to be able to prioritise your workload appropriately.

You will follow a well-established structured training programme which has achieved Best Practice Employer accreditation. The trainee programme takes approximately three years.

During the placement, Graduate Trainee Accountants will undertake a range of tasks and will be required to:

- follow a recommended course of study over three years, which involves day release training courses delivered through web-based tuition classes;
- complete all the professional accountancy examinations required for the CIPFA qualification within three and a half years. A mentor will provide support and guidance throughout;
- demonstrate satisfactory achievement in terms of academic results and level of commitment to studying;
- undertake, with appropriate guidance and supervision, allocated financial and non-financial tasks accurately, within the agreed timescales;
- acquire and be able to demonstrate a sound understanding of the role of local government, the Council's structures and its decision-making mechanisms;
- acquire and be able to demonstrate a sound understanding of the processes and operations of each team / section you are placed in;
- work in a planned and organised manner, following instructions and procedures;
- acquire sufficient practical experience, knowledge and skills to be able to provide reassurance to more senior staff, that all relevant

issues in respect of a matter or project have been / are being dealt with competently;

- clearly communicate issues and options, provide advice, respond positively to feedback and take appropriate action;
- work as part of a team to provide efficient and effective services to internal and external customers; and
- undertake any other duties as required.

Supervision and Management of People

The postholder is not required to supervise or manage others.

Creativity and Innovation

The postholder will work to the relevant procedures within the team in which they are based.

The postholder is required to gain experience of the duties undertaken in the designated team within Finance.

The postholder will require to have the ability to interpret complex information / issues and provide appropriate advice and guidance to a wide range of people.

The postholder will be required to use financial systems, spreadsheets and a variety of ICT packages.

Contacts and Relationships

The postholder will be in daily contact with a range of staff at all levels within the Council.

The postholder will examine, analyse and collate financial information and prepare analysis / reports as required.

They will demonstrate an understanding of the role of local government, the Council's structure and its decision-making mechanisms.

They will demonstrate by the end of each placement, a sound understanding of the processes and operations of that section of the Finance division.

The Graduate Trainee Accountant will be required to maintain a Development Log detailing key learning experiences.

Decisions Discretion

The post-holder will make daily decisions in relation to prioritising their workload and meeting deadlines, using their own personal judgement, in collaboration as necessary, with the appropriate workplace supervisor.

They will be expected to organise their own workload, identifying priorities and deadlines.

They will be expected to manage and progress a range and variety of different workplace projects, utilising initiative as required.

Decisions Consequences

The postholder will be expected to satisfactorily complete a range of tasks to agreed objectives and within the required timescales.

Resources

The postholder will use a variety of ICT equipment in an office environment.

The postholder will have access to a range of information and will be responsible for ensuring this information is handled correctly and stored appropriately.

Work Demands

The postholder will be expected to carry out tasks with increasing efficiency and proficiency as their competence within the role grows. They will be expected to progress within their skills area and apply their learning to workplace situations.

The postholder will be expected to complete a range of tasks and projects to defined work deadlines. Trainees will generally be allocated a range of work during each placement by their placement managers and as such will have limited control over the timing, etc. of these activities, however, within most tasks, trainees will be required to work with little direct supervision and will be expected to plan and organise the approach to the tasks they are allocated.

The postholder will be expected to study for the CIPFA professional accountancy qualification. This will require a significant amount of private study in order to successfully complete the professional examinations within three and a half years.

Environment

Pre-Covid the Finance team was office-based, however, the current expectation is a hybrid model of home working and office working. An update on this can be provided at interview.

Knowledge and Skills

An essential requirement of the post is that the postholder must hold an Honours degree (any discipline).