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| <b>POST TITLE</b>             | <b>TRAINEE ACCOUNTANT</b>                     |
| <b>DIRECTORATE</b>            | <b>RESOURCES</b>                              |
| <b>SERVICE</b>                | <b>FINANCE</b>                                |
| <b>RESPONSIBLE TO</b>         | <b>PRINCIPAL ACCOUNTANT/SENIOR ACCOUNTANT</b> |
| <b>NUMBER OF POST HOLDERS</b> | <b>2</b>                                      |
| <b>ACTING UP/ SECONDMENT</b>  | <b>N/A</b>                                    |

#### **PURPOSE OF JOB**

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

- Management accounting
- Budget preparation
- Financial accounting
- Financial control
- Financial information systems
- Project work
- Internal Auditing

#### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

- In the early stages of employment Graduate Trainee Accountants will be closely supervised, however, as they gain more experience, they will be expected to carry out duties on their own or as lead officer on occasion and to be able to prioritise their workload appropriately.
- You will follow a well-established structured training programme which has achieved Best Practice Employer accreditation. The trainee programme takes approximately 3 years.

During the placements, 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.
- To successfully complete all the professional accountancy examinations required for the CIPFA qualification within 3 and a half years. A mentor will provide support & guidance to you throughout your studies.
- To demonstrate satisfactory achievement in terms of academic results and level of commitment to studying.
- To undertake, with appropriate guidance and supervision, allocated financial and non-financial tasks accurately, within the agreed timescales.
- To acquire and be able to demonstrate a sound understanding of the role of local government, the Council's structures and its decision-making mechanisms.
- To acquire and be able to demonstrate a sound understanding of the processes and operations of the team /section you are placed in.
- To work in a planned and organised manner, following instructions/procedures.
- To 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.
- To clearly communicate issues, options and provide advice, responding positively to feedback and takes appropriate action.
- To work as part of a team to provide efficient and effective services to internal and external customers.
- To undertake any other duties as required

#### **THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- An essential requirement of the post is that the postholder must hold an Honours degree (any discipline).
- 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 within the designated team within Finance.
- They will be expected to manage and progress a range and variety of different workplace projects and tasks, delivering the agreed objectives, utilising initiative as required and meeting required timescales.
- They will be expected to organise their own workload, identifying priorities and deadlines.
- 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 may be in daily contact with a range of staff at all levels within the Council.
- The postholder may 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 the section of the Finance Division, in which they have been placed.
- The Graduate Trainee Accountant will be required to maintain a Development Log detailing key learning experiences.
- The postholder may be required to use financial systems, spreadsheets and a variety of IT packages.

#### **ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

- The postholder will work in an office-based environment.
- 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 their 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 be able to successfully complete the professional examinations with 3 and a half years.

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- The postholder is not required to supervise or manage others.

#### **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.

#### **HEALTH AND SAFETY**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and

- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).