



Role Profile

Trainee Accountant				Purpose			
Reference No.	I585.01	Type	Individual	To attain full professional accountant membership of CIPFA. To work with senior staff within the Financial Services Division in the provision of professional accounting, financial management, and advisory service to its customers in order that effective management decisions can be taken.			
Service	Finance						
Job Family	Para-Professional 2-4	Grade	FC4-6 (dependent on scheme progression)				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
To provide professional support on all aspects of Financial Management activity, supporting key operational and strategic decisions, under the supervision of an Accountant / Auditor and/or Business Partner/ Team Leader.				HNC Accounting, or equivalent HND Accounting or AAT, or Part Qualified or educated to Degree standard Experience of working in a financial environment (Focus on Customers - See 'How we work matters framework')		✓	✓
To obtain an overview of the working practices and systems within all divisions of the Finance Service.				Knowledge of Financial Information Systems			✓
Tailoring financial reports and statements produced from the ledger and other financial systems to meet user requirements.				Experience of MS Office packages, Word Excel etc.		✓	

E = Essential Criteria D = Desirable Criteria

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Assist in compiling the annual revenue and capital budgets, final accounts and undertaking regular revenue monitoring reports for a range of Council Services, undertaking reconciliations and analytical work as required.	Ability to work to deadlines Good Numerical Skills	✓ ✓	
To provide financial management advice, information and support to Service Managers.	Ability to use own initiative	✓	
To assist and carry out a range of internal audit activities.	Ability to communicate effectively with people at all levels, both internal and external. Good oral and written communication skills.	✓ ✓	
To manage designated staff.	Ability to work as part of a team.	✓	
To carry out all work in accordance with agreed standards, guidance and procedures, and to ensure that the Financial Regulations are complied with in any activities to which they apply.	Ability to understand and interpret the Council's structure, policies and applicable legislation.		✓
Undertaking such other duties as might reasonably be expected to fall within the remit of the post and / or relinquish any of the above duties as may from time to time be determined.	Ability to provide a regular and effective service.	✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			
<p>The postholder will undertake the relevant professional examinations at each stage of the training/development as well as progress through a training programme and will be expected to apply the skills and knowledge gained in the workplace environment. The postholder is required to complete a minimum of 400 days training and has to complete a list of mandatory activities prescribed by CIPFA. These activities will be built into the Training Programme. It is expected that the training period will be 3 years.</p>	<p>Minimum entry qualifications for undertaking CIPFA Professional level examinations. HNC Accounting, or equivalent</p>	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results