# Job Profile

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| **Reference Number** | **00674** |
| **Role Title** | Trainee Accountant |
| **Grade** | Band 7/8 |
| **Directorate** | Corporate Resources |
| **Service Area** | Corporate & Strategic Finance |
| **Reports to** | Finance Manager |

## Role Purpose

The Trainee will undertake a series of placements across Finance and Internal Audit. Depending upon placement, Trainee Accountants will be responsible for:

- Providing financial information and advice to budget managers and senior finance staff;
- Maintaining accounting records, administering and developing financial processes and systems;
- Planning and undertaking internal audits under appropriate supervision;
- Assisting finance colleagues to undertake their duties;
- Maintaining appropriate relationships with colleagues in other service areas, external agencies and the community;

Ensuring that the study requirements of the designated college and the examining body are met.

## Duties, Responsibilities and Accountabilities

Duties will depend on the current placement the Trainee is undertaking.

**Main Duties – Corporate and Strategic Finance Placement:**

1 Work with financial information and a range of financial systems.

2 Help maintain the completeness and accuracy of the Council's accounting records in accordance with best professional practice.

3 Assist in the preparation of research and reports. At more senior bands the postholder will be expected to prepare reports which are analytical and present costings, options and recommended solutions as necessary.

4 Assist with budget setting, monitoring, reconciliation, forecasting, variance analysis and demonstrate an understanding of financial issues.

5 Technical accounting including preparation of the closure of accounts, interpretation of accounting developments such as IFRS and capital accounting procedures.

6 Assist in completing all grants claims and statistical returns in an accurate and timely manner.

7 Provide financial information for inclusion in business cases to achieve savings and other targets.

8 Complete day to day maintenance of the general ledger.

9 Provide financial advice to a range of clients.

**Main Duties – Management Accounting Placement:**

1 Assist on work with Budget Managers, for example, to confirm savings proposals, assisting with costing of issues and identification of areas of potential pressures and saving.

2 Anticipate and identify financial issues affecting the business which require attention and escalate to your line manager

3 Contribute information to regular monthly meetings with business area

4 Help undertake service analysis to support the year-end position and the Accounts

5 Assist work with the Finance Managers to ensure completion of all statutory returns

6 Assist work with the Corporate and Strategic Finance Team to produce financial and commercial analysis.

7 Assist with financial modelling of new services or changes to existing services

8 Assist work with the business area to act upon financial analysis provided to enhance financial and business performance

9 Help identify opportunities to continuously improve financial management for the business area and raise with line manager

10 Assist in providing day to day support to Budget Managers helping them to understand financial information and processes.

11 Assist in providing financial and commercial analysis and information

12 Look for opportunities for continuous improvement so that BMDC Finance can be best in class

**Main Duties – Internal Audit, Risk and Insurance Placement:**

1 Undertaking specific assignments of the audit plan in accordance with the Internal Audit Manual and standards of good practice outlined by CIPFA, IIA and APB.

2 Working with senior staff to produce audit programmes, undertake testing and produce draft and final reports.

3 Maintaining adequate working papers and producing a written report including an agreed action plan.

4 Conducting assignments efficiently and effectively within deadlines set by senior staff in accordance with agreed priorities and performance targets.

5 Discussing audit findings and recommendations with auditees and senior managers, agreeing their implementation and undertaking follow-up audits as required.

6 Supporting the identification, assessment and documentation of risk.

## Dimensions of role

- No staff management
- Trainee development role to provide the practical experience, professional knowledge and study to become a professionally qualified accountant
- The post is career graded Band 7/8 and the Trainee will start on SCP 11 and progress through the two grades subject to satisfactory performance and successful completion of professional studies as set out below.

Progress is assessed at the end of each 9-month placement and is evaluated on the following criteria:

- Passing all exams in that period as per the individual Learning Plan agreed at the start of the Training Programme
- Assessment of the placement by the line manager and moderated by the Trainee Co-Ordinator
- Delivery of a presentation on the placement to a panel of managers

**Assessment Point 1 (9 months)**
Progression from SCP 11 to SCP 14 requires:

- Examinations: Successful completion of agreed examinations.
- Assessment and Presentation: Demonstration of competence in core duties under close supervision.

**Assessment Point 2 (18 months)**
Progression from SCP 14 to SCP 17 requires:

- Examinations: Successful completion of agreed examinations.
- Assessment and Presentation: Demonstration of increasing competence across a broader range of duties with reducing levels of supervision.

**Assessment Point 3 (27 months)**
Progression from SCP 17 to SCP 19 (Band 8) requires:

- Examinations: Successful completion of agreed examinations.
- Assessment and Presentation:
    - Demonstrate ability to work independently with limited supervision on routine activities.
    - Plan and organise own workload to meet agreed deadlines
    - Apply professional judgement to issues and recommend appropriate courses of action

**Assessment Point 4 (36 months)**
Progression from SCP 19 to SCP 22 requires:

- Examinations: Successful completion of agreed examinations.
- Assessment and Presentation:
    - Demonstrate ability to take ownership of more complex pieces of work and manage them through to completion
    - Produce high-quality analysis and recommendations that demonstrate insight and add value.
    - Identify opportunities to improve processes, systems or service delivery and contribute to implementing agreed improvements.

| Structure Chart (showing direct reports) |
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| Not applicable – no staff management |

| Knowledge / Skills / Experience required |
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**Qualifications:**

- Degree - Graduate or relevant knowledge and experience at entry level, or
- CIPFA Professional Certificate – Progression to higher levels of Level 3, or
- CIPFA Professional Diploma - For progression to Level 4

**Experience:**

As the trainee progresses through examinations and the workplace development programme the requirements will mirror those of a Finance Officer.

Some experience of supporting a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources.

Some experience of successfully contributing to managing, setting and monitoring budgets for services including development of integrated costings systems and methodologies and working with budget holders to re-balance overspends.

Some experience in commercial and financial management in a multi-disciplinary environment, financial modelling, contributing to research and analysis, preparing reports that are clear and accessible to various audiences, looking for opportunities to demonstrate best practice.

**Skills and Knowledge:**

- Understanding of the financial, legal and political workings of local government and current best practice on tackling the kind of challenges that face local government services
- Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs
- Ability to form sound, evidence-based judgements, find solutions to complex issues and problems, assessing risks and taking responsibility
- High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies
- Ability to inspire, guide, motivate and develop people, to achieve high performance
- Ability to listen to and influence others, presenting information and arguments convincingly
- IT literate and able to manage information systems as necessary

| Key benchmarked competencies, traits and motives required to successfully deliver the role. These will support recruitment, succession planning, development and performance management | | Essential |
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| **Health and Safety** | Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work | |

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| **IT Packages** | Uses a range of complex IT packages relating to area of work | |
| **Service Improvement** | Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery | Y |
| **Continued professional Improvement** | Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area | Y |
| **Communication** | Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face. | |
| **Numeracy & Literacy** | Demonstrates a high level of numeracy, literacy and accuracy across a range of activities | Y |
| **Relevant Professional Qualification** | See above | Y |
| **Carries out performance management** | Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | |
| **Communicates Effectively** | Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | |
| **Carries Out Effective Decision Making** | Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work. | |
| **Undertakes Structured Problem-Solving Activity** | Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | Y |
| **Operates with Dignity and Respect** | Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. | Y |
| **Practices Appropriate Leadership** | Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do. | |

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| **Operates with Strategic Awareness** | Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | |
| **Delivering Successful Performance** | Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes. | |
| **Applying Project and Programme Management** | Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning | |
| **Developing High Performing People and Teams** | Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals. | |

**Applicants with disabilities are only required to meet the essential key benchmarked competencies (clearly marked)**

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| **Completed by:** | Michael Thomas | **Date:** | 18/6/2024 |
| **Quality checked:** | | **Date:** | |