

Job Description

Service:	Finance
Job title:	Trainee Accountant
Grade:	C
Hours of work:	Full time (37hrs per week)
Responsible to:	Senior Finance Business Partner
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	£0

Purpose of Post:

- To support the Senior Finance Business Partner in the day-to-day business partnering activity of the Business Partner Team.
- With regard to Financial Management and Reporting, to provide support as required, including on-going liaison with services and customers as and when necessary.
- To proactively support the Finance Business Partnership model, supporting the team in ensuring that financial information is accurate and timely.
- The post is a permanent role within the finance team with incremental progression dependent on examination success and demonstrating competence in meeting work-based progression criteria.
- The post holder will be subject to placement rotation to gain experience of different service areas and areas within finance (including budget monitoring, statutory accounts, systems management).

Key Deliverables:

Financial Accounts

- To support the Senior Finance Business Partner in the day-to-day activity of the Finance Business Partnering team.
- The provision of accurate and timely financial information, including financial analysis.
- To lead on aspects of budget monitoring, accounts closure and other aspects of finance, in partnership with finance colleagues and managers and officers across the council.
- To provide support to the broader finance teams to ensure good ongoing financial administration and governance.
- To assist budget holders to fulfil their service delivery objectives effectively and efficiently in accordance with the Council's Financial Frameworks or policies and procedures that may apply to specific funding.
- Assist in the preparation of financial reports in a clear and understandable format with a level of detail that is meaningful and can be interpreted by clients when monitoring expenditure or forecasting future requirements.
- Consider the overall financial wellbeing individual budget areas and highlight any issues of concern to Budget Holders in a timely manner in order that appropriate action can be taken.


Systems Accounts

- To support the Systems Accountant in all aspects of administration of the Financial Management System (FMS).
- Work with customers, both internally and externally to the council, in the ongoing development of modules of the FMS.
- In all respects of the FMS, ensure that financial governance and control is at the centre of all administration, support and development.

To study for an accounting technician related qualification.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role.</p> <p>(E) Essential (D) Desirable</p>	<p>5 GCSEs at grade 5 or above, including Maths and English (E)</p> <p>NVQ Level 2 in accounting or finance (D)</p>
<p>Experience</p> <p>Experience the person would need to do the job.</p> <p>(E) Essential (D) Desirable</p>	<p>Experience of using office applications such as Excel, Word & Outlook (E)</p> <p>Knowledge & experience of using financial management systems (D)</p> <p>Customer service background with experience of conflict resolution, negotiation & diplomacy skills (D)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job.</p> <p>(E) Essential (D) Desirable</p>	<p>Clear & concise written & spoken communication skills (E)</p> <p>Ability to self-motivate (E)</p> <p>High level of accuracy & attention to detail (E)</p> <p>Confidence to work effectively at all levels of the organisation (E)</p> <p>Enthusiastic & positive attitude (E)</p> <p>Ability to work individually and as part of a team (E)</p> <p>Commitment to customer care (E)</p>
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council.</p>	<p>The role is rotational, meaning that the postholder will work across a range of financial services.</p> <p>Whilst working in the Financial Accounting service, the postholder will provide support and advice to Council services.</p> <p>Whilst working with the Systems Accountant the postholder will work with both internal and external customers to ensure that the FMS and general administration is effective.</p>

<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Predominantly internal customers</p> <ul style="list-style-type: none"> • Internal customer contact 90% • External customer contact 10%
<p>Personal Attributes and Other Requirements</p>	<ul style="list-style-type: none"> • Ability to respond and be reactive to shifting priorities at short notice (E) • To have a positive attitude in relation to personal development and training opportunities (E) • Full, clean driving licence (D)

<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults.

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.