

Job Description

Trainee Accountant

Date: September 2017

POST: Trainee Accountant
SERVICE: Corporate Finance
SECTION: Management Accounting
BAND: 5
REPORTS TO: Management Accountant
RESPONSIBLE FOR: N/A
TYPE: Hot desking in Basildon Centre

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

This role is within the Management Accounting Team which is responsible for the preparation and regular budget monitoring of the General Fund budgets, including the annual Council Tax setting process. The Team also supports the corporate transformation agenda in particular with regard to accounting and monitoring efficiency targets as well as providing innovative professional accountancy support to a range of front-line and support services.

Main duties of the Management Accounting Team include:

- Development of the Council's Medium Term Financial Strategy.
- Development and preparation of the Financial forward forecast modelling.
- Preparation of the Council's annual budget for the General Fund for Council Tax setting.
- Preparation of information for the completion of the annual statutory final accounts for the General Fund in accordance with accounting practices.
- Providing Members and Officers of all directorates with appropriate guidance and training on financial issues.
- Preparation of regular budgetary control reports for presentation to the Senior Management Team, Members and Committees in support of the Section 151 responsibilities.
- The provision of a business advisory role and guidance on financial matters and support to cost centre managers.
- Maintenance of corporate financial management systems (FMS) including General Ledger and Purchase Ordering.
- Support the organisation in the delivery of the Corporate Transformation Agenda, including monitoring achievement of targets.

GENERAL INFORMATION

Corporate Finance plays a major role in supporting effective management of Council finances and secure stewardship of Council funds. This is achieved by providing financial advice on all corporate and service developments in order to support corporate decision making

arrangements. The Service is responsible for development of the Council's medium term financial strategy and the annual budget setting process to ensure effective delivery of the Corporate Plan. The Service also has to be flexible to meet the demands of legislative changes and is required to be reactive to client needs and external influences.

Corporate Finance consists of the following functions: Financial and Management Accounting; Treasury Management; Financial Performance Monitoring; Business Engagement; Income Controls; Financial Systems; Creditors; and Banking Arrangements.

DUTIES

1. Attending college and putting in appropriate study time and achieving satisfactory examination results.
2. Being involved in a wide range of duties to broaden experience, including spending time in each area of the department experiencing first-hand how that area works and how it relates to the workings of other areas of the department and the Council as a whole. This will include being assigned specific responsibility and accountability for certain tasks.
3. Preparation of the annual budget estimates to agreed guidance and deadlines to feed into the overall budget setting process.
4. Regular budgetary control and reporting to senior management and relevant business managers. To include day-to-day liaison on budget and service issues and financial controls. Provision of other financial information to senior management and business managers, as and when appropriate.
5. To provide a business advisory role and guidance on financial matters and support to cost centre managers. There is a requirement to ensure resources are used effectively to deliver key priorities and that any budget performance issues are identified and addressed.
6. Provide prompt advice and guidance as appropriate to all staff and managers, and to deal with enquiries arising, for example from members of the public and external agencies.
7. To contribute to the preparation of the Council's Annual Financial Report (AFR) to the agreed timetable.
8. To assist in the accurate completion and despatch of all appropriate grant claims and returns (including government returns) by the due date. To ensure that all monies the team is responsible for that are due to the Council are claimed to maximise resources.
9. To ensure that relevant internal controls are adhered to and continue to be effective.
10. Have an up-to-date knowledge of relevant legislation, professional practices and developments.
11. Enforce the Financial Regulations and other specific policies to ensure compliance including regular review of the Financial Procedures Notes.
12. Have an awareness of overall Council policies, aims and management initiatives.

13. Be committed to the aims and objectives of Corporate Finance and to be aware of the service's responsibilities in achieving these aims. Effectively promote and support a team approach to achieve this. To promote positive communication across the organisation, encourage constructive relationships, including with the Council's key partner agencies.
14. Be part of multi-disciplinary teams as required to deliver corporate projects, involving working with other managers from other services and partner organisations.
15. Undertake all the duties within the framework of Equal Opportunities.
16. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
17. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Trainee Accountant	Date Prepared:	September 2017
Department:	Corporate Finance	Band:	5

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Relevant experience of working in a finance related area.	✓		AF/I/T
1.2	High level of commitment in work and study.	✓		AF/I/T
1.3	Experience in producing financial data/information tailored to the needs of different audiences.	✓		AF/I/T
1.4	A professional and motivated self-starter with the ability to work well both as an individual and as part of a team.	✓		AF/I
1.5	Ability to take the initiative and think creatively and flexibly to resolve problems.	✓		AF/I
1.6	Ability to work under pressure and achieve pre-determined deadlines.	✓		AF/I
1.7	Numerate with the ability to handle complex statistical and financial data and the ability to interpret such data accordingly.	✓		AF/I/T
1.8	Excellent IT skills including strong technical experience of financial management systems and desk top analytical tools.	✓		AF/I/T
1.9	To be able to assess a dilemma logically and laterally and deal with it accordingly, including knowing when to refer the problem to more senior management.	✓		AF/I
2.	COMPETENCIES			
	WORKING WITH PEOPLE			
2.1	<ul style="list-style-type: none"> a) Demonstrates an interest in and understanding of others b) Adapts to the team and builds team spirit c) Recognises and rewards the contribution of others d) Listens, consults others and communicates proactively e) Supports and cares for others f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	PRESENTING AND COMMUNICATING INFORMATION			
3.3	<ul style="list-style-type: none"> a) Speaks clearly and fluently b) Expresses opinions, information and key points of an argument clearly c) Makes presentation and undertakes public speaking with skill and confidence d) Responds quickly to the needs of an audience and to their reactions and feedback e) Projects credibility 	✓		AF/I/T
	LEARNING AND RESEARCHING			
5.1	<ul style="list-style-type: none"> a) Rapidly learns new tasks and quickly commits information to memory b) Gathers comprehensive information to support decision making c) Demonstrates a rapid understanding of newly presented information d) Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback) e) Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation) 	✓		AF/I/T
	DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS			
6.2	<ul style="list-style-type: none"> a) Focuses on customer needs and satisfaction b) Sets high standards for quality and quantity c) Monitors and maintains quality and productivity d) Works in a systematic, methodical and orderly way e) Consistently achieves project goals 	✓		AF/I/T
	COPING WITH PRESSURES AND SETBACKS			
7.2	<ul style="list-style-type: none"> a) Works productively in a high pressure environment b) Keeps emotions under control during difficult situations c) Balances the demands of work life and personal life d) Maintains a positive outlook at work e) Handles criticism well and learns from it 	✓		AF/I/T
3.	EDUCATION AND TRAINING			
3.1	Graduate, preferably in a related field OR AAT part qualified (or higher).	✓		AF/I