

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.

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

Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Predominantly internal customers • Internal customer contact 90% • External customer contact 10%
Personal Attributes and Other Requirements	• 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)

HDC values 	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs. 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.
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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.