

# Job Description and Person Specification



## POST IDENTIFICATION

<b>Post Title:</b>	Accountancy Trainee
<b>Job Evaluation ID:</b>	2433CE
<b>Grade:</b>	5 £20,444 (SCP07) to £22,129 (SCP11)
<b>Directorate:</b>	Education and Corporate Services
<b>Division:</b>	Corporate Finance
<b>Section:</b>	Accountancy
<b>Location:</b>	Penallta House
<b>Responsible to:</b>	Finance Manager

## JOB PURPOSE

The post holder will engage in practical work experience and undertake academic studies sponsored by the Council to achieve a professional qualification in accounting or finance and follow a career as an Accountant.

The post holder will undertake relevant duties within Corporate Finance to the required level to gain an overview and understanding of this service. As a development role, the post holder will work towards gaining the requisite experience and understanding to support the Team.

Successfully obtain a professional qualification in accounting and finance (eg ACCA).

## RESPONSIBILITIES

### Job Specific

Contribute to the day-to-day operation of the service, undertaking a range of tasks and duties (relevant to the level of development) as directed by the line manager.

Develop sound knowledge and understanding of all aspects of the work relevant to the role and the wider service area.

Follow a detailed training programme to acquire the skills, knowledge and experience required to work in the finance profession.

Follow set procedures and guidelines in line with the requirements of the service area.

Understand and adhere to the professional standards which the section is governed by and highlight and report any practises which contravene these standards.

Complete allocated work in an efficient and timely manner.

Work effectively as a team member.

Contribute to the effective operation of the service.

Regularly attend and contribute to supervision, team meetings and other relevant meetings.

Develop excellent working relationships and foster trust and confidence in the relationships.

Ensure a professional approach is taken at all times, this may include Directorate staff at all levels or Head teachers and members of governing bodies.

Use technology to support day to day tasks and operations including (but not limited to) computers and printers.

Use a range of software including (but not limited to) Microsoft Office 360 (Outlook, Word, Excel etc.)

Engage in all work related training and work effectively with the training provider to complete the qualification within agreed timeframes.

### **Organisational**

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>Relevant Level 3 qualification/s on the Credit and Qualifications Framework for Wales (CQFW). For example A Levels.</p> <p>5 GCSEs Grade A*-C including Mathematics and English Language or equivalent qualifications on the Credit and Qualifications Framework for Wales which require the same level of ability in Mathematics and English Language.</p> <p><i>Applicants must have attained the minimum qualifications to enrol on the relevant professional accounting course.</i></p>	<p>Relevant Level 6 qualification on the Credit and Qualifications Framework for Wales (CQFW). For example a Degree in Finance or Business Administration.</p>
<b>KNOWLEDGE</b>	<p>Awareness of data protection and information governance principles.</p> <p>Awareness of accounting processes and conventions.</p>	<p>Knowledge and understanding of internal auditing, concepts and theory.</p> <p>Knowledge and understanding of accounting processes and conventions.</p> <p>Knowledge of accounting packages.</p> <p>Awareness of local government operations.</p> <p>Knowledge of control, governance and risk management processes.</p>
<b>SKILLS</b>	<p>Sound numerical skills with analytical and problem solving ability.</p> <p>Confident using IT (for example: email, word processing and spreadsheets).</p> <p>Able to work as part of a team.</p> <p>Able to complete tasks in agreed timeframes.</p>	<p>Welsh language skills.</p> <p>Able to use your initiative to resolve simple problems.</p>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<p>Able to communicate effectively, both verbally and in writing, with the ability to communicate clearly and professionally with clients and colleagues.</p> <p>Able to use tact and diplomacy.</p> <p>Able to prioritise and organise workload and meet deadlines.</p> <p>Able to follow a structured training programme.</p>	
<b>EXPERIENCE</b>	Work experience or placement in an office based environment.	Experience of working in a Finance, Accounting or Internal Audit service.
<b>OTHER</b>	<p>Demonstrate a positive outlook to working in an audit / finance environment and to the accounting/audit profession.</p> <p>Demonstrate the motivation and commitment to achieve the professional qualification being sponsored.</p>	Able to travel throughout the County Borough during the working day.

<b>For Office Use:</b>	
Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No
Job Description Completion / Review Date:	10/03/2022