

Post title:	Trainee Accountant
Grade:	Career Grade F H JK
Responsible to:	Head of Finance
Staff managed:	None
Directorate:	Resources & Central Services
Service:	Finance
Job family:	P&T - Professional & Technical
Date of issue:	July 2023

Job context

- The Finance Team provides financial support and advice to internal customers within North Yorkshire Council with a revenue budget of approximately £1000M and a capital plan of £100M. In addition, the finance team provide services to schools and early years providers as well as external customers and the North Yorkshire Pension Fund.
- Working in a modern and agile way, the finance team are forward-looking, supporting budget managers to monitor and manage their own budgets through maximising technology and delivering efficient services that add value.
- As a Trainee Accountant in the Finance Team, the postholder would be expected to work across a range of functional specialisms appropriate to the role (for example, financial enquiry service, treasury management, schools, pensions etc.) providing a high-quality service that promotes customer self-help. Working closely with other support services and customers, the postholder may be expected to work with key partner organisations including health, schools and other external customers. The finance team provides a centre of expertise in commercial work and financial modelling, and the postholder will be expected to contribute to the Council's commercial agenda both supporting services to be commercially aware and through identifying and maximising opportunities for the finance team to generate income streams.
- Some professional experience requirements may be achieved through short placements in other departments (for example, Financial Admin), through placements with partners (for example, Audit) or undertaking work with external customers.
- The postholder will not undertake line management responsibilities but may be expected to lead on pieces of work and supervise the work of others commensurate with the level of the postholder within the context of the career-graded financial management training scheme.
- The postholder will also be expected to undertake professional, mandatory and skills-based training to develop knowledge, skills, behaviour and expertise.
- The postholder may work within a number of functional areas and will be line managed by a Head of Finance.

Job purpose

The core focus of this job is to work within a specialist finance team developing skills and experience from a number of placements whilst training for a professional qualification.

Operational Management:

At entry level, the postholder (Grade F) will:

- Assist with the production of information to support budget monitoring as part of the framework for the finance function as a whole.
- Assist budget managers with budget and financial queries.
- Assist with financial modelling/scenario analysis on projects/budgets
- Assist with direct financial support to low risk projects.

- Assist in the provision of financial support to higher risk projects and budgets.
- Promote professional standards in line with statutory and regulatory requirements.
- Assist with projects requiring financial input.
- Assist with the preparation of statistical returns, closedown of accounts and other returns.
- Undertake professional, mandatory and skills-based training.

On satisfactory completion of the Certificate in Financial & Management Accounting level of the CIPFA qualification (or equivalent), satisfactory appraisal and assessment against the behaviour framework, the postholder will progress to Grade H where the core accountabilities will include:

- Produce information to support budget monitoring as part of the framework for the finance function as a whole.
- Assist budget managers with budget and financial queries.
- Undertake financial modelling/scenario analysis on such projects/budgets as assigned to the post.
- Provide direct financial support to lower risk North Yorkshire projects.
- Assist in the provision of financial support to higher risk projects and budgets.
- Promote professional standards in line with statutory and regulatory requirements.
- Contribute to projects requiring financial input.
- Contribute to the preparation of statistical returns, closedown of accounts and other returns.
- Undertake professional, mandatory and skills-based training.
- The postholder will be expected to be involved in the skills development and empowerment of customers

On satisfactory completion of the Diplomas in Financial Management & Audit *and* in Governance, Risk & Taxation of the CIPFA qualification (or equivalent), and satisfactory appraisal and assessment against the behaviour framework, the postholder will progress to Grade JK.

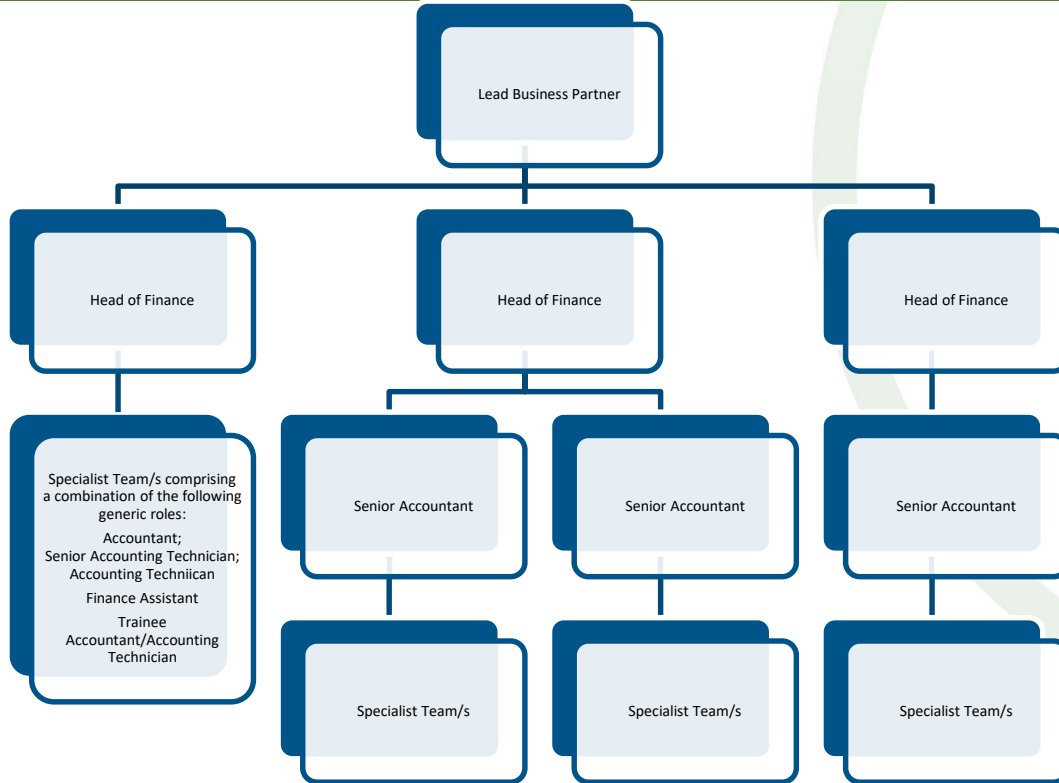
At this level, in addition to studying for the Diploma in Public Financial Management, Reporting & Business Change Level of the qualification, the postholder will need to complete a practical experience portfolio which demonstrates work experience in a number of competency areas to be submitted to CIPFA upon completion of all examinations. The core accountabilities at this level will include:

- Lead in delivering the operational arrangements relating to the area of specialism including taking responsibility for performance and work quality of others
- Produce information to support budget monitoring as part of the framework for the finance function as a whole.
- Assist budget managers with budget and financial queries.
- Undertake financial modelling/scenario analysis on such projects/budgets as assigned to the post.
- Provide direct financial support to low risk North Yorkshire projects.
- Assist in the provision of financial support to higher risk projects and budgets.
- Promote professional standards in line with statutory and regulatory requirements.
- Contribute to projects requiring financial input.
- Contribute to the preparation of statistical returns, closedown of accounts and other returns.
- Undertake professional, mandatory and skills-based training.
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Resource management:	<p>At all levels:</p> <ul style="list-style-type: none"> To produce such outputs as required through the area specialism under the direction of an Accountant/Senior Accountant.
Communications:	<p>At all levels:</p> <ul style="list-style-type: none"> Promote professional standards in line with statutory and regulatory requirements.
Systems and information:	<p>At all levels:</p> <ul style="list-style-type: none"> Assist with the development of financial systems and procedures. Produce such financial information as required for the successful delivery of the area of specialism.
Career progression:	
<ul style="list-style-type: none"> At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, for example, apprenticeships and work shadowing/coaching. As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. As a career graded post, progression to the higher grade will be subject to annual assessment against the Finance Team Competency Framework. Assessment will be undertaken by a panel of representatives from the Finance Leadership Team (Assistant Directors and Heads of Finance) 	

Person specification:	
Competency Framework	 <p>Finance Competency Framework Revised A</p>
Behaviour Our values, behaviours and ambitions	

Structure



Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.