



Trainee Accountant – Fixed Term Contract

London Borough of Newham – SO1 to PO3

<p>Accountable to:</p>	<p>The post holder is accountable to one of: Head of Finance for Strategic Finance, Business Partnering, Commercial Development, Financial Control.</p> <p>Other key relationships for the post holder will be:</p> <ul style="list-style-type: none"> • Strategic Business Partners • Financial Strategy Managers • Chief Accountants • Investment & Commercial Business Partner • Service department Directors and Heads of Service
<p>Accountable for:</p>	<p>This role has no formal line management responsibilities, however on occasion may be required to supervise apprentices and lead on projects.</p> <p>The postholder has no direct Financial/Resources responsibility, but is responsible for giving financial advice to a range of services.</p>
<p>Job Purpose:</p>	<p>The post-holder must be able to co-ordinate, analyse and summarise data. Communicate effectively, building relationships with customers and clearly explaining financial concepts and processes.</p> <p>The post holder should develop the full set of skills and experience required for a newly-qualified accountant whilst widening responsibilities and increasingly working independently.</p> <p>These will include supporting the closure of accounts and budget development processes, and assisting with the full range of financial advice, accounting and financial management services as required.</p>
<p>Specific Responsibilities (Entry Level SO1)</p>	<ul style="list-style-type: none"> • Perform a range of financial reconciliations, such as ensuring that councils overall control budget is in balance following the allocation of virements. • Obtain information for senior staff as directed and check for accuracy and the provide of financial advice and information to service managers. • Provision of costings in support of options appraisals, business cases, restructures and recharges • Promote the ethos of the finance self service model.

	<ul style="list-style-type: none"> • Play a role in the Treasury Management function in relation the the councils debt portfolio and investment of short cash surpluses via the money market, obtaining the best rate of interest possible • Make approved payments utilising the on line banking system • Processing of capital virements, approvals and similar documents in order to update the capital expenditure records. • Provide support in maintaining the capital monitoring system. • Maintenance of capital funding and project allocation records. • Provide training to service managers with budget management for a specific portfolio • Lead in the close down of accounts for the directorate within your portfolio • Providing input to the medium term financial strategy via the directorate within your portfolio in. • Ensuring compliance with financial regulations within the directorate in your portfolio • Ensuring the data outputs from financial systems for the directorate within your portfolio are robust and accurate. • Collation and reporting of SLA and KPI performance information for the directorate within your portfolio • To work under the guidance of the portfolio business partner.
<p>Specific Responsibilities (After successful completion of certificate level exams SO2)</p>	<ul style="list-style-type: none"> • Supporting directors and service managers with budget management for a range of service areas within your portfolio. • Lead in the close down of accounts for the directorate within your portfolio. • Liasing with the external auditors in the provision and explanation of working papers in support of the final accounts.

	<ul style="list-style-type: none"> • The contact point for the provision of financial information in relation to the compilation of the medium term financial strategy within your portfolio. • Complete of statutory returns requiring sign off by the S151 officer. • Complete and present comparative statistics. • Production and presentation of financial reports. • Research, generate and compile data for incorporation into financial appraisals. • To be the point of contact maintaining the capital monitoring system. • Constructe and present reports capital and revenue funding and spend utilising standard reporting tools. • Play a proactive role in the Treasury Management function in relation the the councils debt portfolio and investment of short cash surpluses via the money market, obtain the best rate of interest possible. • Make approved payments utilising the on line banking system. • Be the main finance point of contact for the directorate within your portfolio. Providing challenge to director and service manager financial assumptions. • Provide challenge to director and budget holders forecast in accordance with the formerly agreed risk register
<p>Specific Responsibilities (After successful completion of four diploma level exams P01)</p>	<ul style="list-style-type: none"> • To provide advice to service managers in appropriately risk assessed spending and income areas to understand and address key financial management issues and budget management. • To liaise widely and effectively to ensure that relevant issues are taken into account in developing savings and growth proposlals for inclusion to the medium term financial strategy, ensuring budgets and all appropriate factors are taken into account. • To provide challenge and advice to directors and service managers on proposals for growth and, savings for inclusion in the medium term financial strategy. • To lead in the development, review and dissemination of finance policies and procedures. • To lead in your directorate portfolio undertaking accounting work as needed to ensure period-end and year-end accounts representing a true picture

	<ul style="list-style-type: none"> • To play a role in the Council's financial planning function to deliver a comprehensive, high quality, cost effective and timely service. • To provide advice directors and service managers in the completion of grant, statistical and statutory returns • To contribute to the development of self-service by training and supporting service managers and developing the self service infrastructure. • To continually improve levels of customer service, and recommend and implement ways to further improve efficiency and effectiveness of processes and procedures. • To contribute towards the Council's financial planning function to deliver a comprehensive, high quality, cost effective and timely service. • To support senior staff to carry out their responsibilities • Carry out Treasury dealing in accordance with TMSS subject to the necessary manager approvals. • Provide answers and advice to other staff/organisations on subjects within the section's area of responsibility. • Research, compile and analyse financial and other data relating to, Capital Accounting, Treasury Management, financial projects and present results in an appropriate format. • Finalise closing of accounts' entries. • Completion of Central Government and other returns. • Provision of first level support and guidance on FIS. • Interpret statistics and complete returns requiring significant data analysis. • To be be the key finance contact point onproject appraisals for strategic developments.
<p>Specific Responsibilities (After passing the CIPFA Final Test of Professional Competence P02)</p> <p>And</p>	<ul style="list-style-type: none"> • To have a lead oversight and support specific services in the completion of key tasks. • To lead on analysis and advice on proposals for spending, savings or other service and corporate initiatives. • To lead in the development, review and dissemination of finance policies and procedures. • To lead in project appraisal for strategic corporate projects.

<p>(After passing obtaining qualified status P03)</p>	<ul style="list-style-type: none"> • To play a leading role in supporting the development of the Medium Term Financial Strategy for the S151 Officer. • Ensure service managers and key stakeholders receive correct and consistent financial advice on the interpretation of financial frameworks, policies and procedures. • Manage key areas of budget development, monitoring and closure of accounts ensuring relevant corporate guidance, timetables and legislation is adhered to. • Able to provide challenge as a critical friend.
<p>Corporate Critical Success Factors</p>	<ul style="list-style-type: none"> • Provision of and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money. • Anticipates different customer needs – delivering a customer focused shared service which is a cultural ‘fit’, is flexible and proactive in approach. • Delivers a resilient business, which continuously improves and innovates with healthy revenue streams. • Operates an ethos of joint working and operates across the board regardless of location. • Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this. • Delivers a flexible and scalable platform to innovate, enhance market knowledge and continuously improve. • Invests in people and skills to deliver a sustainable business
<p>General</p>	<ul style="list-style-type: none"> • A commitment to and champion for equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work. • Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately. • Deal with any Safeguarding issues that might arise, in line with the Council’s policies and procedures. • Comply with Health and Safety Regulations associated with your employment. • Be aware of responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this. • To treat all information acquired through employment, both formally and informally, in strict confidence.

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

	Criteria	Method of assessment
Able to demonstrate and evidence a highly developed Competence in:		
Qualification	<ul style="list-style-type: none"> • Educated to degree level with a minimum achievement of at least 2:2 or a qualified AAT Accountant. 	
Able to demonstrate and evidence Knowledge and experience in	<ul style="list-style-type: none"> • Ability to work confidently and accurately with numerical data. • Excellent written and oral/presentation skills. • Excellent time management skills with the ability to prioritise workload. • Ability to analyse data/information with a view to drawing logical and accurate conclusions. 	
Behaviours and personal qualities	<ul style="list-style-type: none"> • Work in an agile way in line with a paperless and flexible work environment. • Customer service focus • Working as an effective member of a team • Able to adapt and play a leading role in cultural and process change. • Able to provide confidence to Heads of Service when delivering financial information. • Able to present financial information in a meaningful way to a specific audience. 	

