

Job Profile

Job Title: Graduate Finance Trainee

Grade: 7/8

Date created: November 2023

About the Job

Over a 3-year period, to train as an accountant and develop both professional and management skills to provide effective financial management support to services across the County Council. This will include gaining the CIPFA professional accountancy qualification while undertaking a variety of finance roles rotating through work placements across the Finance function.

This is what we need you to do...

- Support the production of budgets, forecasts and closure of accounts in accordance with corporate policy and standards.
 - Assist in ensuring that sound financial planning, effective allocation/use of resources and budgetary control systems are in place within designated services that comply with corporate policy and standards.
 - Support the preparation of financial information and analysis for inclusion in Outturn Reports, Statement of Accounts, statutory returns and grant claims.
 - Provide project support to Finance Managers assisting with specific tasks/projects of a financial nature involving modelling/costing for designated service areas.
 - Liaise with internal and external audit on financial matters relating to designated budget areas as required.
 - Providing support to central Finance functions which include VAT advice, treasury management, income and banking, capital and schools finances.
- As part of Year 3 (Grade 8 post)
- Oversee the preparation and issue of service budgets and contribute to the development of these budgets within the financial planning process.
 - Assist service managers in the recruitment of service posts with financial responsibilities.
 - Support the internal audit and pensions functions to understand the activities that they cover.
 - As a part qualified accountant, using the skills acquired in years 1 and 2, to supervise and lead on specific projects working closely with managers in services.

Special Conditions

- Trainees will be required to attend all day release study at a CIPFA Education & Training Centre or the online study option over the three years of the qualification.
- Trainees will progress through the grade 7 pay scale during year 1 and 2 and then onto grade 8 in year 3 (subject to satisfactory completion of their placement work, college attendance and exam success).

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of complex financial issues.
- Have used computerised financial systems and spreadsheets.
- Experience of a customer focused environment.

Knowledge, Skills and Understanding

- An awareness of the aims and objectives of Gloucestershire County Council and the services it provides.
- An understanding of current issues facing local government.
- Ability to objectively analyse and evaluate financial and other information in order to make informed decisions.
- Ability to communicate clearly, concisely and confidently with a wide range of people using verbal and written methods.
- Ability to explain financial information to non-financial managers.
- Ability to problem solve and identify practical solutions that make effective use of time and resources.
- Being able to manage competing priorities and workload to achieve deadlines.
- Ability to engage with people, build relationships and to motivate others.

Behavioural attributes

- Demonstrates Gloucestershire Employee Behaviours.
 - Self-aware
 - Always open to learning
 - Leads by example
 - Builds on organisational and individual strengths
 - Resilient

Education & Qualifications

Essential

- Degree in any discipline (minimum 2.1)
- GCSE in English and Maths at grade 4 to 9