



Job description			
Job title	FINANCE GRADUATE		
Grade	Grade G		
Directorate	Resources		
Service/team	Financial Management Services		
Accountable to	Principal Accountant / other colleagues as required		
Responsible for	N/A		
JE Reference	N/A	Date Reviewed	

Purpose of the Job

You will be part of team providing financial management support to Council service managers delivering services to Knowsley residents. This will include budget setting, budget monitoring, closure of accounts, and the provision of financial advice. You will gain a sound understanding of various financial processes and key finance processes.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Support the core financial processes within the Council – including budget preparation, budget monitoring and closure of accounts;
- Use the Council's financial information systems effectively to ensure the availability of accurate, timely and appropriate management information.
- Produce, with supervision, appropriate reports and financial statements in accordance with agreed timescales.
- Provide clear advice to clients to help them understand their financial statements. This will include a degree of challenge in relation to budget monitoring forecasts, helping to ensure that variances are properly explained and addressed.
- Observe and promote compliance with the Council's Financial Procedure Rules.



- f. Proactively work with the team to identify improvements in the quality and efficiency of tasks, and ways to improve processes.
- g. Demonstrate excellent customer service skills, dealing with requests from customers and escalating these where appropriate.
- h. Work alongside other graduates and HR to promote the graduate scheme, proactively looking at ways to enhance this further
- i. Participate in training, activities and events to broaden your knowledge and experience across a range of fields and help develop and grow the graduate scheme.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.