SEFTON METROPOLITAN BOROUGH COUNCIL

**JOB DESCRIPTION**

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| **Service Area:** | Corporate Resources | **Location:** | Magdalen House *(and other locations agreed with line manager(s) in line with Agile Working)* |
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| **Section:** | Financial Management | **Post No.** |  |
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| **Team:** | Various |  |  |
|  |  |  |  |
| **Post:** | CIPFA Finance Trainee | **Grade:** | G – H |

**Responsible to**: Finance Manager

**Responsible for:** N/A

**Job Purpose**

As part of the Finance Service, the role will involve being part of a professional team delivering a wide range of financial support to budget holders and assisting in the preparation and monitoring of budgets and completion of statutory accounts and returns.

To provide financial support and advice in a timely manner to budget holders and other service users that is accurate and relevant to clients needs.

To assist officers in ensuring that the Council and our clients maximise value for money in the use of resources.

To contribute towards the setting and monitoring of standards for devolved financial management.

To achieve CIPFA professional qualification and progression to Senior Finance Officer role upon confirmation of CIPFA full member status.

**Responsibilities**

1. To support other Finance Officers within the division to provide necessary financial service
2. Assist budget holders to fulfil their service delivery objectives effectively and efficiently in accordance with the Council’s Financial Frameworks or policies and procedures that may apply to specific funding.
3. Assist in the preparation of financial reports in a clear and understandable format with a level of detail that is meaningful and can be interpreted by clients when monitoring expenditure or forecasting future requirements.
4. Consider the overall financial wellbeing individual budget areas and highlight any issues of concern to Budget Holders in a timely manner in order that appropriate action can be taken.
5. The post holder will be subject to placement rotation to gain experience of different service areas and areas within finance (including budget monitoring, statutory accounts, commercial business case appraisal).

6. Develop and maintain an up to date knowledge of accountancy matters generally and those specific service areas supported in particular.

7. Respond to day to day queries from Budget Holders and other Clients

8. To attend / participate in CIPFA training and exams; and complete necessary work based experience.

**Progression to Grade H (SCP 26 — SCP 30)**

This will be dependent on exam success after the first 18 months and the outcome of annual and mid-year performance appraisals. If progresision is approved the post holder will be expected to undertake additional responsibilities including:

9. Development of more complex financial appraisals and options in order to provide advice to service managers regarding the most appropriate course of action. For example, financial modelling and recommendations of various budget saving or income generating proposals.

10. The post holder at this level will organise their own workload making decisions as to when and how duties are carried out, seeking advice and guidance from manager(s) but not being reliant on day to day instruction. They will have the ability to effectively manage priorities and consistently meet deadlines.

**General**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

An agile working flexitime scheme is currently in operation. Work outside normal office hours may be required.

**PERSON SPECIFICATION**

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| **Post: CIPFA Graduate Trainee (Grade G to H)** | **Service Area: Corporate Resources** |

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| **Personal Attributes Required** | **Essential (E) or**  **Desirable (D)** | **Method of Assessment** |
| **Qualifications**   1. Relevant Academic Qualification (e.g. Degree) | E | AF/C/I |
| **Experience (All appropriate to the level of the post)** |  |  |
| 1. Evidence of supporting the delivery of customer focused financial services that involve users and drive up standards and performance. | E | AF/I/P/T |
| 1. Good written and verbal communication skills. | E | AF/I/P/T |
| 1. Experience of I.T. Systems and computerised financial systems. | D | AF/I/P/T |
| 1. Evidence of successful financial and resource management, including resolving conflicting priorities, applying rigorous monitoring and control procedures, procurement and establishing value for money. | D | AF/I/P/T |
| **Ability, Skills & Knowledge** |  |  |
| 1. Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience. | E | AF/I/P/T |
| 1. Good understanding of and the ability to work within local government and the legal, financial and political context of complex organisations. | D | AF/I/P/T |
| 1. Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities. | E | AF/I/P/T |
| 1. Ability to work in partnership at all levels, including negotiating, communicating and joint working with internal/external organisations to achieve outcomes. | D | AF/I/P/T |
| 1. Ability to operate effectively with a high volume and at times, highly sensitive workload. | E | AF/I/P/T |
| **Personal Style and Behaviour** |  |  |
| 1. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users. | E | AF/I/P/T |
| 1. The ability to respond to constructive challenge and not be discouraged. Motivated and enthusiastic. | E | AF/I/P/T |
| 1. An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others. Demonstrates and promotes openness, trust and respect. | E | AF/I/P/T |
| 1. A commitment to continually develop and update knowledge | E | AF/I/P/T |
| 1. A desire to encourage effective working relations | E | AF/I/P/T |