

Finance Trainee

Reports to:	Head of Finance		
Department:	Finance Finance & Resources	Grade:	SO1 to PO3
DBS Status:	Basic	Politically restricted:	No
Job Purpose:			
<ol style="list-style-type: none"> 1. To study for and pass at the first attempt the examinations for the Chartered Institute of Public Finance and Accountancy (CIPFA) professional qualification and to fulfil any other membership requirements, including attendance at college classes in line with the Level 7 Accountancy Professional Apprenticeship. 2. To contribute to the full range of accountancy and finance work within the Council, taking on progressively more complex tasks and responsibilities over time and working to the CIPFA Competency Framework 3. To demonstrate the future potential to move into a leadership role. 4. To undertake planned placements in relevant sections of the Department, reporting to the appropriate head of service for the duration of each placement. An on-site programme of work will be planned taking into account the Institute's requirements relating to each stage of the professional examinations and resource needs across the department. 5. To gain a thorough understanding of the principles of public sector financial and management accounting and standards and of the role of audit. 6. Continuation in post will be dependent upon satisfactory progress in the CIPFA examinations. 			
Values			
<p>Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.</p>			
Job specific roles and responsibilities			
SO1			
<ul style="list-style-type: none"> • To maintain and make effective use of financial systems for the relevant department, from inputting data to extracting sophisticated management information. • To assist with the preparation of budgets. • To gather, collate and present data for the management and control of budgets. • To provide financial advice to department managers/budget holders. • To provide financial/statistical information and complete statistical and other financial returns. • To prepare, analyse and interpret financial statements. • To contribute to the development of an audit programme and assist with an audit assignment. • To monitor/assist with ensuring the effective delivery of financial and related services supplied to the council by a third party/in-house supplier. 			

- To undertake project work either alone or as part of a team to carry out analysis and generate appropriate recommendations.
- To monitor and reconcile a range of revenue/capital budgets or personal accounts, identifying problems and taking appropriate action to correct. To compare expenditure with budget provision to identify variances from patterns of approved expenditure and report a summary of findings to the section head, for inclusion in monitoring reports.
- To prepare reports for and make recommendations to service managers on all audit matters.
- To assist Auditors with corruption and fraud investigations.
- Throughout the training programme, placements/projects will be aimed at complementing academic studies and providing experience to meet the requirements of the CIPFA professional qualification syllabus.
- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
- Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
- Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
- Undertake any other duties commensurate with the general level of responsibility of this post.

SO2, in addition to the above

- To carry out complex research and detailed calculations in support of the section/service head in providing financial appraisals for presentation to departmental management.
- To recommend changes in procedures relating to the individual assignment and liaise with affected parties to facilitate such change within agreed timescales. On own initiative to develop and implement small local administrative/financial system improvements, applying IT skills as appropriate.
- To assist with more complex investigations concerning the Council's overall budget position, reporting findings to the section/service head.
- To complete complex statistical returns, seeking clarification from the section/service head where appropriate.

PO1, in addition to the above

- Responsible for a range of specific functions and deadlines relating to personal accounts, revenue and capital accounting. To carry out more complex research and detailed calculations in providing financial appraisals for presentation to Members, Directors or departmental management.
- To prepare reports for the Senior Management Team in relation to the Council's financial position and policies.
- To complete complex statistical returns and grant claims on own initiative after researching all necessary financial and service information. To deal with subsequent enquiries, liaising with the External Auditor where necessary.
- To undertake Project audits, preparing the draft report for submission to the Head of Audit / Audit Manager, recommending changes to ensure effective, efficient and economic use of resources.

PO2, in addition to above

- To prepare monthly forecasts for a major part of a service.
- Under own initiative, to carry out reconciliations and implement controls and procedures. To prepare financial appraisals to the draft stage for consideration by the service head and for inclusion in committee reports.

PO3, in addition to the above

- To ensure a system of adequate internal controls exists in respect of financial matters.
- Ensure that all activities within the team are consistent with the Council's Financial Regulations.
- Advise on the financial viability of new or existing projects.
- Liaison with both Internal and External Auditors.
- To provide expert advice to service managers on financial matters, including interpretation and compliance with financial regulations.
- Support policy review and analyse implications for the service.
- Support service managers and school bursars in their roles and their financial development needs.
- Support month end and year end processes, preparing performance and other reports.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Entry requirements as required by CIPFA for the Level 7 Accountancy Apprenticeship
2. Knowledge of the public sector (and local government in particular) and awareness of key issues relating to the work of the public sector.
3. High levels of numeracy and the ability to manipulate and analyse large quantities of data.

Experience

1. Experience of research, data analysis and working with figures.
2. High level of experience of using computers and other IT applications (specific experience of using mainframe accounting systems and/or PC based financial applications would be an advantage).
3. Experience of working or studying in a diverse environment.

Skills and Abilities

SO1

- Ability to operate in line with the CIPFA Level 1 Competency Framework

SO2

- Ability to operate in line with the CIPFA Level 2 Competency Framework

PO1

- Ability to operate in line with the CIPFA Level 3 Competency Framework

PO2 and PO3

- Ability to operate in line with the CIPFA Level 4 Competency Framework

At all levels

- Highly numerate and able to communicate complex concepts and their significance to those without specific subject knowledge.
- Good inter-personal skills and the ability to deal appropriately with all levels of management and external agencies.
- Able to manage time effectively, to prioritise accordingly and to deliver agreed outputs to set timescales.
- Demonstrate a positive attitude and approach to work. Self-motivated, and able to show initiative, innovation, commitment and teamwork.
- Seek to understand the needs of and meet the expectations of internal and external customers.
- Demonstrate integrity, fairness and a high level of respect for others.

List desirable criteria:

- A degree desirable but not essential

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs