

FINANCE GRADUATE: JOB DESCRIPTION

Job Summary	
Grade	9
Responsible To	Accountancy Manger
Responsible For	N/A
Job Purpose	To undertake training and development within the Financial Services team to become CIPFA qualified and gain appropriate experience whilst providing support to the financial services team.
Location of Job	Elizabeth House, Dereham (with agile working arrangements)
Directorate/ Service Area	Finance
Description of Duties	
Primary Functional Objectives of the Role	<p>Study for and achievement of the Chartered Institute of Public Finance and Accountancy (CIPFA) qualification.</p> <p>To develop knowledge and practical experience through working within Financial Services to support day to day service provision, to complement the CIPFA training and increase financial experience and technical skills.</p> <p>The financial services team covers the following areas:</p> <ul style="list-style-type: none"> • Capital and revenue budget setting and monitoring • Project costings & support • Annual statement of accounts • Completion of company accounts for Council owned companies • VAT returns and advice • Sales Ledger (including cashiering) • Purchase ledger & Purchase ordering • Income management (including bank reconciliations) • Treasury management • Systems management and improvements • Insurances • Completion of grant claims and statistical returns <p>Ensure compliance to all policies, procedures, standard operating practices, with recommendations for action and continuous improvement.</p>
Primary Line/Performance Management Objectives of the Role (If Applicable)	<p>Study for and achievement of the Chartered Institute of Public Finance and Accountancy (CIPFA) qualification through an apprenticeship.</p> <p>Develop knowledge and practical experience through working within Financial Services to support day to day service provision, to complement the CIPFA training and increase financial experience and technical skills.</p>



Primary Leadership Objectives of the Role (If Applicable)	N/A
Responsibilities For:	
People	Responsibility for yourself and your own work
Assets	Responsibility for looking after Council provided equipment (i.e. PC)
Finance	Responsibility for handling payments, personal duty of care, handling invoices, orders, monitoring of councils budgets and access to confidential information.
Decision Making	Make judgements and take action for all job related data/situation, analysis of data/situation, comparing a range of options, interpretation of data/situations.
Communications	Exchanges of information internally & externally, communications with individuals internally & externally.

This job description is not exhaustive.

The job description outlines the current position and will be subject to review in the light of development within the service, in consultation with the post holder as detailed in your Contract of Employment.

FINANCE GRADUATE: PERSON SPECIFICATION

Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Interest in Local Government and how it operates • Strong IT Skills – with experience in using Microsoft Office programmes. • Experience in managing your own time with the ability to work under pressure and to conflicting deadlines and as part of a team or independently. • Excellent verbal and written communication skills and the ability to communicate effectively with colleagues, senior management, including those from other departments and disciplines. • Understanding of the importance of internal controls • Intrinsic motivation, positive attitude and a personal commitment to continued professional development. • Enthusiastic with a desire to learn and develop own skills and knowledge. 	<ul style="list-style-type: none"> • Experience of building relationships with a variety of different stakeholders • Working knowledge of the services provided by Local Government
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified to a degree level 	
Essential Behaviours	
Job Specific Behaviours	<p>Collaborative:</p> <ul style="list-style-type: none"> • I listen supportively to the ideas of others, building on their ideas, while sharing my views and knowledge • I recognise the skills, talent and experience of others and reach out to them for their contribution and input. <p>Ambitious:</p> <ul style="list-style-type: none"> • I always ask myself 'How could we do this better?' • I have an open mindset, take risks and explore new ways of doing things. • I work hard to build relationships inside and outside my own area of work. <p>Results Driven:</p> <ul style="list-style-type: none"> • I understand our council priorities and how I make a difference. • I make sure I am clear on what I need to achieve, keeping a focus on results and solutions. <p>Empowering:</p> <ul style="list-style-type: none"> • I look for and act on opportunities where we can generate an income or drive down costs. • I ask for help and support when needed <p>Supportive:</p> <ul style="list-style-type: none"> • I treat others as I would want to be treated myself ensuring I am welcoming, friendly and approachable. • I give time to colleagues who need help or support, even when the pressure is on.

	<ul style="list-style-type: none"> I treat everyone with kindness, dignity, and respect, valuing their thoughts, background, and experience.
Mental Demands	
<ul style="list-style-type: none"> Managing work load alongside studying for the CIPFA qualification Ability to prioritise and manage time effectively and manage interruptions whilst working Flexibility to enable working in any relevant finance area at any time 	
Physical Demands	
<ul style="list-style-type: none"> Work is desk based using PC's and office equipment 	
Health & Safety (exposure to risk)	
<ul style="list-style-type: none"> The role has a limited exposure to risk. As an employee of Breckland Council you must comply with the Health & Safety policy and attend the compulsory Health & Safety training as and when requested. You will be required to undertake any necessary training to enable you to perform your duties effectively. 	