



# Wyre Forest District Council

## ROLE PROFILE

To provide financial support to all aspects of financial management and financial planning in line with the post holder's knowledge and experience.

Job Title: CIFPA Trainee Accountant

Job Family: Business Support

Salary Band: Band 1 – Band 5

### Generic Responsibilities

To support the Head of Resources and S151 Officer and Principal Accountants in carrying out the responsibilities of the Finance/Accounting Service and to provide a professional, accurate and timely comprehensive general administrative, financial service to support all aspects of the Council's business role.

### Corporate Accountabilities

#### Equality, Diversity and Inclusion

- Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively.

#### Health and Safety

- To operate with due regard to the Council's policies, procedures and guidance and undertake any health and safety training as appropriate.

#### Information security and governance

- Manage information in line with the Council's policies, procedures and guidance on Data Protection, GDPR, Freedom of Information, confidentiality, information security and sharing to ensure compliance and efficient and effective information governance.

#### Safeguarding

- Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and vulnerable adults who may be at risk. Report concerns in accordance with corporate guidance and procedures.

## TASK SPECIFICS

### Purpose of the role

To deliver a professional, accurate and timely financial management service in accordance with current legislation, codes of practice and professional guidance, Council policies and procedures by:

- Supporting the management of financial resources, to ensure probity, efficiency, high performance and overall value for money.
- Understanding customer needs and provide them with a service they value.
- Supporting delivery of the Financial Strategy and Final Accounts.
- Supporting the finance team by producing high quality financial information.
- Career graded post to offer financial incentive to support your development

## **Service to Customers**

### **Preparing and Monitoring Budgets**

- Within assigned service areas/budget specialism, assist the service accountant to provide budget holders with the required information to support the development of financial plans and management of their budgets.
- Support the financial management of the Capital Programme
- Co-ordinate and deliver the timely information to support the Financial Strategy as requested, in accordance with the agreed timetable.

### **Operating Financial Systems and Processes**

- Assist the systems accountant to maintain financial systems and processes ensuring proper reconciliation and control procedures are in place.
- Assist in the implementation of requested changes including testing new or enhanced functionality.
- To include processing of journals and accounts payable and account receivable invoices as required.
- To assist with procurement, Insurance, VAT, property taxes and employment taxes and any other accounting duties as required.

### **Supporting Financial Decision Making**

- Prepare financial and performance data, for inclusion in management reports.

## **Business Improvement/Planning Responsibility**

### **Preparing Statutory accounts and returns**

- To assist in the delivery of information to support the annual accounts closure programme as requested and in accordance with the agreed timetable.
- Ensure the accurate and timely completion of returns and questionnaires as required.
- Contribute to reviews and assist in the implementation of changes required as a result of new legislation or changes in policy.

### **Developing, managing and Promoting the Service**

- Continuously review the financial processes used by the Council looking for opportunities to streamline these activities.

## **Managing Resources (People, equipment, buildings)**

- To run reports from systems (ICON, CHRIS, HR21, AGRESSO) as required and provide assistance and advice to other officers on reporting functionality as directed.

## **Knowledge, Qualifications and Skills**

- Minimum of 5 GCSEs (including English Language and Mathematics at grade 5 or above)
- Basic understanding of the Council's structure and services.
- Computer literate with proven experience of using Microsoft Office Word and Excel.
- The skill to engage and work with teams across the council
- Ability to use initiative, discretion and respect confidentiality.
- Act in a professional manner at all times

<b>Values and Behaviours</b>			
Work to the Council's Values and associated Behaviours			
We are <b>Working Together</b>	We are <b>Fair</b>	We are <b>Dependable</b>	We put <b>Communities first</b>
<ul style="list-style-type: none"> <li>We are one team, all working towards the Council's vision for the district</li> </ul>	<ul style="list-style-type: none"> <li>We treat people fairly; we are inclusive and embrace our differences</li> </ul>	<ul style="list-style-type: none"> <li>We do what we say we are going to do; you can trust us to deliver on our promises</li> </ul>	<ul style="list-style-type: none"> <li>We listen, we set targets for ourselves and the services we deliver</li> </ul>

This position is subject to a relevant disclosure check	YES
This is a politically restricted position	NO

Date Prepared: 15<sup>th</sup> July 2022      Reviewed