



Job Description

Authority:	WBC/ADC
Directorate:	Digital and Resources
Section:	Service Accounting
Post Title:	Trainee Accountant
Post Number:	42694
Accountable to:	Principal Accountant
Management responsibility for:	None
Authority to liaise with:	Internal
Meetings attended on a regular basis:	Meetings with Service Heads
Work Style	Flexible

Principal purpose of job (role summary)

Assisting the Principal Accountant at all times by inputting information into the Financial Management System, raising and working on Excel spreadsheets

To assist the Principal Accountant in the preparation of the Revenue Budget for specified services;

To assist the Principal Accountant in the production of regular financial monitoring reports to members and departments;

To assist in the preparation of the final accounts of specified services;

To reconcile assigned control accounts;

To produce information as specified in Freedom of Information requests;

To assist in team administration

To provide cover for the Treasury Management Team, if required

Main duties, tasks and responsibilities of post holder – Grade 3

1. Inputting information onto the Financial Management System for Accountants and acting as an internal control.
2. To assist the Accountants at all times to ensure accuracy of information on the Financial Management System in accordance with deadlines, and during the compilation of estimates and final accounts.
3. To assist the Principal Accountant in providing the Service Managers with financial information. In detail, you will:
 - Provide timely and relevant financial information and advice to the Principal Accountant
 - For any delegated budgets, use monthly budget monitoring statements to identify variances, proposing corrective actions to

the Principal Accountant on spending and income projections to the year end.

- Assist in the preparation of estimates during the Council's annual budget cycle in accordance with set deadlines liaising with the Principal Accountant.
- Assist in the production of final accounts at the year-end for designated services, providing a full variance analysis to be reported to the Principal Accountant.

4. To assist in team administration, including:
 - Updating team files
 - Co-ordinating year end information, including accruals.
5. To assist the team in managing the day-to-day finances of the Council. In detail, you will:
 - Ensure that reconciliations are carried out regularly for all control accounts assigned to the post (e.g. stocks, bank, etc.), that suspense accounts are reviewed and cleared as quickly as possible and where needed, to carry out investigative work and implement solutions where such accounts are difficult to reconcile;
 - Undertake other ad hoc tasks/project work relating to corporate financial issues;
 - To update any procedure notes for which you are responsible;
 - Complete assigned claims, tax, and other returns to agreed timescales;
6. If required, to provide cover for the Treasury Management team.
7. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
8. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
9. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
10. Promote the service and Council positively at all times.

Main duties, tasks and responsibilities of post holder – Grade 4

1. Inputting information onto the Financial Management System for Accountants and acting as an internal control.

2. To assist the Accountants at all times to ensure accuracy of information on the Financial Management System in accordance with deadlines, and during the compilation of estimates and final accounts.
3. To assist the Principal Accountant in providing the Service Managers with financial information. In detail, you will:
 - Provide timely and relevant financial information and advice and assist in increasing awareness and ownership of financial management issues by service managers
 - For any assigned budgets, use monthly budget monitoring statements to identify variances, proposing corrective actions and updating spending and income projections to the year end.
 - Assist in the preparation of estimates during the Council's annual budget cycle in accordance with set deadlines liaising with service managers as necessary.
 - Assist in the production of final accounts at the year-end for designated services, providing a full variance analysis to be reported to the Overview and Scrutiny Committee and Cabinet in June each year.
4. To assist in team administration, including:
 - Updating team files
 - Co-ordinating year end information, including accruals.
5. To assist the team in managing the day-to-day finances of the Council. In detail, you will:
 - Ensure that reconciliations are carried out regularly for all control accounts assigned to the post (e.g. stocks, bank, etc.), that suspense accounts are reviewed and cleared as quickly as possible and where needed, to carry out investigative work and implement solutions where such accounts are difficult to reconcile;
 - Undertake other ad hoc tasks/project work relating to corporate financial issues;
 - To update any procedure notes for which you are responsible;
 - Complete assigned claims, tax, and other returns to agreed timescales;
6. If required, to provide cover for the Treasury Management team.
7. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
8. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
9. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be

allocated to the postholder as a result of legislation, codes of practice or Council policies.

10. Promote the service and Council positively at all times.

Main duties, tasks and responsibilities of post holder – Grade 5

As the postholder progresses to the final stages of the CIPFA training, they will take on an increased responsibility for the assigned budget areas, requiring minimal supervision.

The post holder will be required to undertake such other duties as may be necessary within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	
Signature:	
Date:	15 February 2023
Executive Head of Service (Print name):	
Signature:	
Date:	