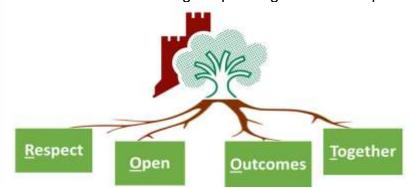




DIRECTORATE	Deputy Chief Executive		
SERVICE	Financial Services		
POST NUMBER	100467		
POST TITLE	Trainee Accountant		
POST GRADE	Local Salary Scale S4 – 6 (career grade progression through dependent on experience and training milestones)		
CONDITIONS OF SERVICE NJC for Local Government Services Conditions of Service as amended locally			
RESPONSIBLE TO	Principal Accountant		

RDC Values and Target Operating Model Principles



- Efficient and effective (systems and resources evidencing Value for Money; Return on Investment a commercial mindset)
- **Empowering** (timely decisions at the right level proportionate governance)
- Focussed on customer outcomes and early intervention (evidence-led decision making and resource allocation)
- A Community Leader (influencing stakeholders, driving delivery with partners)

JOB PURPOSE		To assist Senior Accountants with the provision of comprehensive accountancy and financial advice throughout the council under the general supervision of the Principal Accountant with a special focus on Treasury Management function		
MAIN AREAS OF WORK				
1	Providing the daily Treasury Management function – downloading reports, updating relevant Excel spreadsheets, updating bank records, liaising with banks, brokers and other organisations in relation to financial products for the council; setting up regular and ad hoc online banking payments; submission of government returns relating to the council's investment activities			

2	Assist the Principal Accountant with the production of the council's Financial Statements		
3	To assist Senior Accountants with the preparation of revenue and capital budgets, monitoring spending and income during the year and preparation of final accounts		
4	Maintaining the council's cashflow spreadsheet, liaising with Senior Accountants to obtain information on cashflows; reviewing them to inform decision making on investments and borrowing		
5	Contribution to the production of annual Treasury Management documents and to quarterly reports to Senior Management and Members		
6	Ensuring compliance at all times with approved Treasury Management Strategy Statement and Treasury Management Practices		
7	Reconciliation of various records and systems on a regular basis with the Financial Information system		
8	Managing the council's corporate credit cards programme and similar schemes		
9	To work alongside the Finance Systems team to gain an understanding of all their key processes, providing cover for accounts payable, accounts receivable and systems administration functions		
10	To ensure all transparency data is published on time and accurately reflects the council's transactions. To also co-ordinate the teams FOI and EIR requests.		
13	To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service		

## Colleagues are expected to demonstrate our Values and Behaviours –

<b>RDC Value</b>	Behaviour	Description		
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*		
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution		
	Empowering	Enabling and encouraging people to influence and make decisions		
<u>O</u> pen	Trusting	Rely on and put confidence in others to do as they say		
_	Listening	Makes time to hear what people are saying, checks understanding		
	Feeding back	Sharing observations and perception to improve understanding and performance		
<u>O</u> utcomes	Responsible	Being accountable and reliable, doing what you have said you will do		
	Innovative	Creating and trying new ways of doing things		
	Prioritises	Organise, clarify what is most important and focus on that		
<u>T</u> ogether	Communicates	Shares information in an accessible and timely way with people who need to know		
	Collaborates	Cooperates, identifies, and brings in people to work together		
	Relationship focus	Taking time to build connections and get to know other people		





POST TITLE	Trainee Accountant					
DIRECTORATE	Deputy Chief Executive					
SERVICE	Financial Services					
POST GRADE	Local Salary Scale S4- 6 (career gra	de progress	ion through			
	dependent on experience and training milestones)					
		Essential	Desirable			
	Qualifications					
Minimum 5 GCSE Gr	Х					
Maths) or Equivalent		^				
2 A-Levels or Equival		X				
Finance related qualit	fication (AAT or other)		X			
	Experience					
-	erience, preferably in a finance		X			
environment			Λ			
	taining complex spreadsheets	X				
	g with computerised financial systems		X			
Working with internal	and external customers		Х			
	Skills and Abilities					
Excellent Excel skills		X				
	s including Word and Microsoft Outlook	X				
Customer Service ski	V	Χ				
	verbal communication	X				
	oal and numerical reasoning					
Organised and self-m	X					
integrity of records	n to detail and maintain accuracy and	X				
	pressure and deal with unforeseen and					
urgent demands	pressure and dear with amoreseen and	X				
Ability to work as part	of a team	Х				
	and interpret regulations and legislation	Х				
	e financial information to non- financial	V				
audiences		X				
Commitment to devel	oping accounting skills and experience	X				
through on the job an	d professional qualification training	^				
Training						
IT (MS Office) – Exce	X					
Large financial syster		X				
Willingness and ability	X					
skills/ potentially to undertake professional development						
Knowledge						
Understanding of loca		X				
Office administration		X				

## Progression through career grade

The post holder will progress through the SCP within Grade S4 as they gain Level 2 and 3 AAT qualifications and gain relevant experience in the role.

The post holder will need to meet the following minimum requirements to progress from Grade S4 to Grade S5:

- Completed Level 4 Diploma AAT
- Proficient use of Finance Systems
- Minimum of 1 years' experience working within a finance office environment (Grade 4 covers SCP 14 to 17)

The post holder will progress through the SCP within Grade S5 and S6 as they gain relevant experience and competence in the role, and through exam progression towards a full professional accounting qualification.

The post holder will need to meet the following requirements to progress from Grade S5 to Grade S6:

- Completed their Applied Skills units (or equivalent) of the full ACCA professional accounting qualification
- OR Completed Stage 3 of the Professional Accounting Qualification course with CiPFA (having completed CiFPA Certificate in Management & Financial Accounting (Stage 1); CiPFA Diploma in Financial Management & Audit (Stage 2) and CiPFA Diploma in Governance, Risk and Taxation (Stage 3) qualifications).
- Minimum of 3 years of experience working within a finance office environment (Grade 5 covers SCP 18 to 21 and Grade 6 covers SCP 22 to 24)

August 2025