

JOB DESCRIPTION



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 –

RDC Value	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
Open	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
Outcomes	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
Together	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

PERSON SPECIFICATION



POST TITLE	Trainee Accountant	
DIRECTORATE	Deputy Chief Executive	
SERVICE	Financial Services	
POST GRADE	Local Salary Scale S4– 6 (career grade progression through dependent on experience and training milestones)	
		Essential Desirable
Qualifications		
Minimum 5 GCSE Grade A-C / 9-4 (including English and Maths) or Equivalent	X	
2 A-Levels or Equivalent	X	
Finance related qualification (AAT or other)		X
Experience		
Substantial office experience, preferably in a finance environment		X
Developing and maintaining complex spreadsheets	X	
Experience of working with computerised financial systems		X
Working with internal and external customers		X
Skills and Abilities		
Excellent Excel skills	X	
Good general IT skills including Word and Microsoft Outlook	X	
Customer Service skills (for internal and external customers)		X
Effective written and verbal communication	X	
Excellent skills in verbal and numerical reasoning	X	
Organised and self-motivated	X	
Ability to pay attention to detail and maintain accuracy and integrity of records	X	
Ability to work under pressure and deal with unforeseen and urgent demands	X	
Ability to work as part of a team	X	
Ability to understand and interpret regulations and legislation	X	
Ability to communicate financial information to non- financial audiences	X	
Commitment to developing accounting skills and experience through on the job and professional qualification training	X	
Training		
IT (MS Office) – Excel, Word, Outlook	X	
Large financial systems		X
Willingness and ability to learn and apply new knowledge and skills/ potentially to undertake professional development	X	
Knowledge		
Understanding of local authority functions and responsibilities		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 CiPFA 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