



ROLE DESCRIPTION

Job Title	Trainee Accountant
Salary Band	24-26
Reporting to	Senior Accountant
Directorate	Resources
Service Area	Finance
Political Restriction	No

1. Primary Purpose of the Post

- As an integral member of the Finance Team, to assist in providing comprehensive financial and accountancy services.
- This role aims to develop the skills and knowledge required for a successful career in public finance, while contributing to the effective financial management and stewardship of public resources at the Combined Authority.
- Promote and maintain a culture which places customers first and aims to deliver a high standard of service.

2. Your responsibilities

- Assist in the analysis of financial data and modelling to support budgeting, forecasting, and reporting.
- Assist in the closure of accounts process ensuring compliance with all financial reporting requirements
- Assist in the preparation of the revenue and capital budgets for a range of services and projects
- Assist in the provision of budgetary control information and advice to budget holders at all levels
- Maintenance of financial information systems, such as:
 - monitoring of holding accounts
 - clearance of suspense accounts
 - establishment of new accounting codes and structures
- Assist with the completion of financial returns and preparation of performance projections and financial appraisals.



- To carry out any other duties as requested by the Strategic Finance Manager which are commensurate with the post
- A desire to learn and progress by undertaking training to obtain the necessary skills and knowledge for the role. This will include a discussion around how we can best support your development with a relevant qualification.

3. General Corporate Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Job Title: Trainee Accountant

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Part-qualified member of one of the Consultative Committee of Accountancy Bodies (or the Chartered Institute of Management Accountants) or relevant degree or experience in Finance	E	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of developing and delivering high standards of customer service	E	A/I
Experience of working within a finance office or business support/admin role within a busy office environment	E	A/I

Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
ICT skills, particularly Microsoft Outlook, Word, Excel, and Teams	E	A/I
Strong numeracy and literacy skills (including report writing)	E	A/I
Organisational and time management skills	E	A/I
Interpersonal skills	E	A/I
Ability to take initiative	E	A/I
Ability to self-motivate, targeting and prioritising own workloads to meet deadlines	E	A/I



Ability to maintain confidentiality	E	A/I
Experience of using a financial ledger system	D	I

Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
Commitment to professional training to full professional qualification	E	I

Key to Assessment Methods:

A - Application	I – Interview
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