

Job Description

Job Title	Graduate Accountancy Officer
Directorate	Finance and Resources
Service Area	Finance
Grade	5
Competency Level	1
Salary	£30,060 - £34,314
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A8298

Job Purpose

The Graduate Trainee role within our Finance Department is designed to provide graduates with a comprehensive and hands-on introduction to public sector finance and accounting practices. 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

Three-year graduate role developing knowledge and skills through a structured learning and training programme to aid development, including the CIPFA level 7 apprenticeship to become a Public Sector Chartered Accountant.

Provide appropriate financial advice and support to Directors and Service Managers to ensure corporate objectives are met.

Directly Responsible For:

Not applicable

Directly Responsible To:

Finance Manager

Main Areas of Responsibility:

Financial Management

- Assist in the annual preparation of the revenue and capital budgets for a specified range of services and projects to ensure that the corporate financial system is updated and maintained to reflect approved decisions
- Assist in the analysis of financial data and modelling to support budgeting, forecasting, and financial reporting processes
- Assist in the annual closure of accounts process ensuring compliance with all current statutory and professional accounting codes and financial reporting requirements
- Assist in the provision of regular cyclical and ad-hoc budgetary control information and advice to budget holders at all levels, ensuring the needs and requirements of budget holders are met under the supervision of the Finance Manager
- Maintain financial information systems including input and monitoring of budget virements, accountancy journals etc, clearance of suspense accounts,

monitoring of holding accounts and establishment of new accounting codes and structures

- Assist with the completion of financial returns and grant claims with supporting working papers promptly, accurately and completely within deadlines set by funding bodies and for audit
- Assist in the preparation of financial appraisals and performance projections including financial implications of service proposals under the supervision of the Finance Manager

Internal Audit

- Assist in the completion of the annual audit plan, performing audits across a range of service areas, producing supporting working papers in compliance with the Public Sector Internal Audit Standards
- Assist with testing in the advance of the certification of grant claims, producing accurate and complete supporting working papers within the required deadlines set by funding bodies
- Assist with investigations and other audit related work and report accordingly
- Contribute to the further service development of audit techniques including computer assisted audit techniques

General

- Contribute to special projects as directed to support process improvement and efficiency in the financial management of the organisation
- Undertake any research tasks as required to support the team's objectives
- Complete the Accountancy/Taxation Professional Level 7 Apprenticeship which includes the Chartered Institute of Public Finance and Accountancy (CIPFA) examinations which will be supported with 20% off the job training time allocated

- Participate in professional development activities to enhance accounting and finance skills as required
- As a Graduate Trainee Accountant in the Finance & Resources Directorate, the postholder would also be expected to work across a range of functional specialisms appropriate to the role. Working closely with other support services and customers, the postholder may be expected to work with key partner organisations including health, schools and other external customers. Some professional experience requirements may be achieved through placements in other departments

Supervision and Management Responsibility:

- No Supervisory or Line Manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This vacancy requires sitting for long periods of time.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A minimum 2:2 relevant degree in an Accountancy, Finance or Business-related subject (A,I)

Desirable

- A desire to learn and progress by undertaking training to obtain the necessary skills and knowledge for the role. This will include completing the Level 7 CIPFA Apprenticeship qualification

Experience

Essential

- Knowledge of IT software packages, e.g., MS Office packages including Word, Excel and Outlook (A,I)

Desirable

- Experience of working within a finance office or business support/admin role within a busy office environment

Skills/Abilities

Essential

- Excellent communication skills, both orally and in writing, particularly the ability to communicate complex financial issues to managers with a non-finance background (A,I)
- Excellent numeracy skills with ability to pay close attention to detail (A,I)
- Ability to analyse and evaluate data (A,I)
- Good customer service, problem solving and decision-making skills (A,I)
- Able to manage own workload and work accurately to deadlines (A,I)
- Understanding of customer care issues affecting the provision of services to both internal and external customers (A,I)

Desirable

- Able to contribute to a team working environment
- Able to react quickly and respond to changing work priorities

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to completing the Level 7 CIPFA Apprenticeship qualification

Other

Essential

- Occasional working outside normal hours and attendance at evening meetings (A,I)

