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# Recruitment information

## Job description and person specification

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|---------------------------|---|
| <b>Your title</b>         | Trainees Graduate CIPFA Accountants [Fixed Term Contract – 42 months] |
| <b>DBS check</b>          | No  |
| <b>Post number</b>        | FCS377  |
| <b>Your team</b>          | Finance   |
| <b>You would be based</b> | Civic Centre, High Street, Esher                                      |
| <b>Your line manager</b>  | Head of Finance   |

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## About the role

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Under the direction of the Head of Finance they will gain training and experience leading to a recognised professional accountancy qualification.

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## The main purpose of the role:

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The postholder will work towards achieving competencies that will enable them to make an effective contribution to the delivery of the Finance Service.

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## Specific duties and responsibilities

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To pursue an acknowledged course of study leading to a recognised professional accountancy qualification.

To study and keep up to date with local government finance and all other associated legislation.

Generally, to assist the Finance Team in maintaining the efficient running of the service.

Assist in the preparation of the Council's annual budget and closure of accounts.

Assist with the development and enhancement of systems with Finance.

### **Additional tasks and responsibilities as competencies develop**

To assist the Head of Finance in any one-off or specific projects as required.

Assist in achieving close liaison with other Teams or Sections of the Authority so as to provide a customer focused service.

Any other duties and responsibilities that may be reasonably allocated from time to time by the Head of Finance.

### **Remuneration**

On commencement of the scheme trainees will normally be appointed at spinal column point 11 (currently £26,117).

On satisfactory completion of the Certificate level the trainees will be appointed to spinal column point 18 (currently £29,028).

On satisfactory completion of the Diploma level the trainees will be appointed to spinal column point 26, (currently £34,830).

On completion of the Strategic level it is hoped that trainees will be found a permanent substantive post as Accountants or auditors, as the scheme involves a significant investment in finance, time and energy, which the Council would like to share the benefit. However, this will depend on the availability of posts, and therefore we cannot guarantee the offer of a permanent position. Once fully qualified salary will increase to spinal column point 32 (currently £40,791).

### **Trainees Obligations**

The trainees will be expected to sign a form of undertaking, which details the requirement to pay back the costs incurred by the Council if any of the following circumstances apply:

- Trainees unexpectedly decides to leave the scheme before completion.
- Trainees leaves the Council within 2 years of qualifying. (If a suitable permanent position is unavailable within Elmbridge this will be waived).
- The trainees fail to make satisfactory progress

Trainees are expected to make every effort to attend college and must not arrange holidays during the normal college periods.

As the qualification is dependent on the submission of a completed portfolio, portfolios should be maintained throughout the training period (including line manager verification) and submitted to CIPFA as soon as possible after receiving successful examination results. Discussions as to the progress with the portfolio will be held with the Trainees on a quarterly basis, along with any other trainee issues (placement and college progress).

### **Examination Failure(s)**

When a trainee fails an exam, their performance will be reviewed to ensure there is satisfactory performance in the workplace. If this is satisfactory then support will be given to retake the examination at the cost of the Council. Two failures at the same exam or 3 failures throughout the total exam syllabus and unsatisfactory work performance may lead to the trainees being dismissed other than in very exceptional circumstances.

### **Experience**

Not essential as full training will be given including support in attending an accredited course, but the post will require commitment and dedication for several years of study that are needed in order to become fully professionally qualified.

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Trainee Graduate CIPFA Accountant**  
**Team: Finance**  
**Salary: S2 – SO2**

**Post no: FCS377**  
**Hours: 36**  
**Car allowance:**

### Qualifications and education

| No. | Key requirements                                    | Desirable/<br>essential | To be tested by:<br>Application1 (A)<br>Test (T)<br>Interview (I) |
|-----|---|-------------------------|---|
| 1   | Honors Degree in a relevant subject (first or 2:1). | E                       | A & I   |
| 2   | 3 'A' levels grade A or B or equivalent.            | E                       | A   |
| 3   | 5 GCSEs grade A - C or equivalent.                  | E                       | A   |

### Experience

| No. | Key requirements                       | Desirable/<br>essential | To be tested by:<br>Application1 (A)<br>Test (T)<br>Interview (I) |
|-----|--|-------------------------|---|
| 4   | Experience in a financial environment. | D                       | A & I   |
| 5   | Working as part of a team.             | D                       | A & I   |
| 6   | Analysis of complex financial data.    | D                       | A, T & I  |

### Knowledge, skills and abilities

| No. | Key requirements   | Desirable/<br>essential | To be tested by:<br>Application1 (A)<br>Test (T)<br>Interview (I) |
|-----|--|-------------------------|---|
| 7   | High standard of numeracy and accuracy.                      | E                       | A, T & I  |
| 8   | Ability to complete tasks within deadlines.                  | E                       | A, T & I  |
| 9   | Have an excellent working knowledge of spreadsheets (excel). | E                       | A, T & I  |
| 10  | Ability to liaise and communicate effectively.               | E                       | A & I   |

|    |  |   |          |
|----|--|---|----------|
| 11 | The ability to work calmly and effectively under pressure. | E | A, T & I |
| 12 | Access to a vehicle for use in the borough.                | D | A        |

### Special requirements

| No. | Key requirements | Desirable/<br>essential | To be tested by:<br>Application1 (A)<br>Test (T)<br>Interview (I) |
|-----|------------------|-------------------------|---|
|     | None             |                         |   |