

**Job Description**

**Graduate Trainee Management Accountant**

Level 7 to Level 10

Full time 36.25 hours. Approximately 50% Financial Accounts, 50% Management Accounts

**Responsible To: Responsible For:**

Associate Head of Finance N/A

**About the job:**

You will be part of a fantastic team that delivers effective finance support to services across both Chorley and South Ribble Borough Councils as part of a shared financial services team. You will be based at Chorley Council’s Town Hall but may also work from South Ribble Borough Council’s Civic Centre in Leyland.

You will work closely with and be fully supported by the team to develop the necessary knowledge, experience and skills. The Council will also support you to undertake and achieve a CIPFA professional finance qualification (Level 7) over a three-year programme at the CIPFA Education and Training Centre in Manchester.

The role will require progression through the stages of the Chartered Institute of Public Finance & Accountancy (CIPFA) professional qualification.

You will commence the role at Level 7 hand will support routine management accounts processes under the supervision and support from the Management Accounts team. Your progression through the grades will reflect the following:

* **Level 8** (£34,434 to £37,280) ability to work independently with some managerial input and support around complex tasks and including independent attendance at budget monitoring meetings
* **Level 9** (£38,220 to £39,152) ability to work independently and have an understanding of the operational service areas to which you provide finance and budgeting support, including the implications of salary budgeting, VAT, income streams and year end accruals.
* **Level 10** (£39,862 to £40,777) ability to work unsupervised, to write reports for presentation to the Senior Management Team and to have a wide understanding of financial issues impacting on local government and the councils through the Medium-Term Financial Strategy, areas of financial accounting and the production of statutory accounts and taxation e.g. VAT.

All progression is subject to a management assessment that will evaluate whether you have developed your knowledge and skills to a point where you are able to be responsible for supporting and undertaking more complex tasks with reduced supervision that reflects the necessary grade.

The progression to Level 10 will require additional responsibility to manage and deliver specific projects outlined in the annual shared finance service plan.

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| **Role:**  **Budget Management**  Supporting service directorates to compile revenue and capital budgets in accordance with each council’s medium term financial and corporate planning processes.  Liaising with service directorates to ensure robust in-year performance management of income and expenditure against the approved revenue and capital budgets and key service, corporate and statutory performance measures.  Preparing and presenting management accounting reports, this will require frequent face-to-face communication with budget holders and attendance at service and/or directorate team meetings.  Assisting service directorates in developing current sources of income and identifying opportunities for new funding and income generation. Assisting the Shared Senior Management Accountant in producing the annual review of fees and charges report by liaising with budget managers and conducting benchmarking and modelling different income generation scenarios.  Regularly meeting with budget holders and other employees to ensure the financial system is cleansed of redundant purchase orders and that goods and services are appropriately recognised in the finance system.  Support the Shared Senior Management Accountant in maintaining a reconciled establishment with HR  Assist in completing grant returns where applicable  Assisting in other financial returns including service charge accounts  **Supporting Organisational Strategy**  Regularly attending service and directorate team meetings to better understand and support service plans  Contributing to the development of corporate and service strategies, including taking the lead on investment/option appraisals and benchmarking.  Maintain an up-to-date knowledge of issues affecting services so as to understand and anticipate the needs of the services supported.  Interpret data and assess its value, presenting the findings to the relevant stakeholders in a clear and concise way  Assisting in providing timely and accurate financial commentary to directorate reports.  Provide timely and accurate responses to Freedom of Information queries  Supporting the finance systems team to maintain and develop the financial management system  All such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties.  Assisting in other financial returns including service charge accounts |



**Closure of Accounts**

At financial year end working closely with service directorates to ensure a timely and accurate close-down of the revenue and capital accounts in strict accordance with statutory requirements.

Provide training to relevant employees to close, carry forward and amend purchase orders at year-end.

Support the Shared Senior Management Accountant in the faster closure of accounts by maintaining notes to the statement of account alongside monitoring information throughout the year wherever possible.

Complete other tasks relevant to closure of accounts e.g. parking and building control accounts

**Other**

Ensuring the achievement of professional standards in the provision of management accounting services, including adherence to standing orders, financial procedure rules, other financial policies and procedures and relevant accounting codes of practice.

Completion of statistical and financial returns.

Providing cover for such other functions, of a comparable level to this post, as determined by the Shared Senior Management Accountant or Shared Principal Management Accountant.

Provide checks for creditor and other BACS and CHAPS payments





**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

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| **What the successful candidate will have:**   |  | | --- | | **Qualifications**   * An undergraduate degree at a level of 2:2 or above / AAT Level 4 * Five GCSEs (grades A-C or equivalent levels 5 - 9) and two A-levels (grade A-C) * GCSE Maths and English A to C | | **Knowledge & Experience**   * Experience of presenting information to an audience * Experience of completing projects to a defined deadline * Experience of working in a team to deliver outcomes * Awareness of issues affecting Local Government Finance | | **Skills & Abilities**   * Ability to deliver a first-class customer service * Ability to learn from the past but to be future orientated | |

A close-up of a colorful background

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**Our values and behaviours:**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.