

Trainee Graduate Accountant (Career Pathway)

Service	Reporting to	Location	Grade
Resources & Transformation	Senior Accountant	Salford Civic Centre	2B – 3C

About the role

- The post sits on the finance division's accountancy group which consists of management accountancy teams aligned to council directorates and a corporate accountancy team.
- With guided support from the relevant senior accountant and your colleagues, you will provide revenue and/or capital accountancy support on an assigned service area, assisting the senior accountant in delivering agreed set objectives and outcomes.
- You will develop effective working relationships with finance colleagues and with stakeholders within the assigned service area.
- You will maintain accurate financial records on our general ledger and supporting systems.
- You will help to maintain financial monitoring systems.
- You will support senior colleagues in the preparation and analysis of financial information to contribute to the preparation of accounts, statutory returns and reports on financial performance.
- You will be given the flexibility to work independently to help you grow in the role whilst still being provided all the support you require from more senior members of the team.
- You will safeguard the finances of the council.
- You will continue to complete your studies to become a CIPFA-qualified accountant.
- The post is on a career pathway, starting at trainee accountant (grade 2B), through senior trainee accountant (grade 3A) to accountant (grade 3C). Subject to managerial review of performance against the standard expected of the next grade in the pathway, you will progress through the grades as you develop in knowledge, skills and experience. This post is the first stage of the pathway, trainee accountant (grade 2B)

Key outcomes

- You will assist in maintaining efficient financial processes and records and minimise the risk of fraud or error, helping to secure the council priority of a transparent, effective organisation.
- You will assist in preparing information as desired by the senior accountant to enable budget managers to manage their service effectively
- You will enable senior managers to make robust financial decisions by assisting in the preparation of reports on the performance against budget targets.
- With the support of senior accountant, you will develop a deeper understanding of a service area, enabling you to provide advice and guidance on service-specific matters.
- You will assist in providing regular up-to-date costings on staffing structures, monitoring these structures against the existing cost envelope for the service.
- You will attend budget meetings along with the senior accountant for the service.
- You will become a CIPFA qualified accountant by studying at college (day release) towards the Professional Accountant apprenticeship standard.

What we need from you

- Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes
- Professional credibility through proven relevant experience
- Models and demonstrates our values and behaviours
- Digital skills in SAP and Microsoft Office products.
- The drive to want to develop yourself.
- A problem solver who enjoys a challenge and who takes personal responsibility for the tasks they undertake.
- Initiative and the ability to work independently towards set targets and goals as set by the senior accountant for the service.
- Analytical with great attention to detail.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council

Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation:

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