



Your job

Job Title: Trainee Accountant

Service: Finance

Grade: G6 to G8

Reporting to: Strategic Finance Manager

Wigan council is looking for a talented and motivated individual to train to become a CIPFA qualified accountant. This will include invaluable work experience across a wide range of financial services including service management accountancy and corporate financial accountancy.

You do not need past finance work experience just a passion for it and a willingness to learn. Successful applicants will benefit from a supportive programme offering excellent personal and professional development, including a structured induction programme, development of leadership and management skills, as well as full support to undertake the CIPFA qualification. You will have a mentor to guide you through your journey to becoming a fully qualified accountant.

In return for all these benefits including varied and exciting work areas, you will be expected to demonstrate your commitment to a career in local government and to successfully complete the CIPFA qualification in a timely manner. 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.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance

in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Calculate and prepare annual budget figures
- Undertake regular budget monitoring and variance analysis
- Assist with the preparation of final accounts
- Develop effective working relationships with finance colleagues and with stakeholders within the assigned service area.
- Learn about the council's financial system
- Progress with your CIPFA professional studies

On an ongoing basis you will:

- 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.
- Update the relevant financial systems
- Provide accurate and meaningful financial information and internal control advice to management
- Undertake specific projects and reviews for different council services

Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Effective verbal and written communication skills
- The ability to plan, organise and prioritise your own workload
- The ability to work unsupervised
- Able to build positive working relationships and deal sensitively with council officers and members of the public
- A high level of IT skills – Microsoft Excel and Word
- To be able to travel around the borough to various sites if required

- To be an existing or prospective graduate or qualified at AAT level 4

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

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| Be Positive | “ Take pride in all that you do and support and develop yourself and others. ” |
| Be Accountable | “ Be responsible for making things better, enabling change and supporting improvement. ” |
| Be Courageous | “ Be open to doing things differently and working collaboratively with others. ” |
| Be Kind | “ Be helpful, generous and thoughtful towards yourself and others. ” |