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| LONDON BOROUGH OF MERTON **FINANCE AND DIGITAL DEPARTMENT**  **JOB DESCRIPTION** |

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| POST TITLE: **Grade:**  **Department**:  **Location:**  **Responsible to:** | Trainee Accountant  ME8 to ME10  Finance and Digital  Various offices according to the needs of the service  Head of Accountancy/ Head of Capital Strategy, Regeneration and Risk | |
| Responsible for: | Accountancy Assistants  Other Staff as allocated to undertake key tasks | |
| Post number: | M3015579 | Date: June 2024 |

This is a career linked grade post but there is no automatic progression between the grades. Progress is subject to:

* Management assessment of the individual post holder’s ability to perform tasks expected at the higher grade. This will be linked to agreed competencies for the duties involved and as shown in the person profile.
* Management assessment of the need for duties at the higher grade to be done and availability of work at the higher grade.

### MAIN PURPOSE

Under the guidance of the line manager/more senior member of staff to provide a high quality, comprehensive financial service to the Team's customers in all matters of finance and ensure that all work is undertaken within the Council's statutory financial information deadlines. Standards of performance will be agreed with your line manager and incorporated into the appraisal process.

### MAIN DUTIES AND RESPONSIBILITIES

**Functional**

1. In accordance with your line manager to provide financial support that ensure the Team:-

a) Under the supervision of a more senior member of staff to prepare accurate and prudent multi-year estimates in keeping with the Authority's Budget Timetable and this information is reported appropriately both within and outside the Authority.

b) Under the supervision of a more senior member of staff to ensure budget managers undertake regular financial monitoring and report the outcome appropriately.

c) Under the supervision of a more senior member of staff and in accordance with Corporate Closing Timetable to ensure that outturn is reported appropriately within and outside the Authority in accordance with statutory deadlines.

d) Under the supervision of a more senior member of staff to regularly report to line management on the financial standing of budgets within the department.

e) To agree standards of performance with your line manager as part of the appraisal process.

f) To monitor progress against relevant timetables and highlight areas of concern to your line manager

g) To ensure that all correspondence is accurate, timely and to a high standard of presentation (e.g. that the telephone is answered in accordance with corporate guidelines).

h) To ensure that e5, the financial system, is amended to reflect adjustments requested and appropriately approved, raising any concerns with your line manager or more senior member of staff.

2. Under the supervision of a more senior member of staff to ensure that all advice and guidance is given in accordance with external and internal legislation and regulation (e.g. CIPFA’s the Code of Practice, Local Government and Finance Act). To provide up to date financial advice in respect of "Value for Money", including the use of trading accounts.

3. Under the supervision of a more senior member of staff to assume responsibility for the completion of specific grant claims and ensure that they are completed, validated and authorised within agreed timescales. To check and validate the work of less senior members of staff.

4. Under the supervision of a more senior member of staff to provide the following training:

a) Induction training for new members of finance staff within the Authority.

b) To assist in the provision of regular training of Budget Holders to ensure that key issues and changes are communicated effectively.

c) To assist in the provision of regular training for Excel and e5.

**ME9**

1. For items 1 to 4 above replace" Under the supervision of a more senior member of staff' with To assist your line manager or a more senior member of staff'

**ME10**

1. To supervise, develop and motivate lower level staff. To inform the line manager of problem areas as soon as possible.
2. To advise on, check and validate the work of less senior members of staff. To inform the line manager of problem areas as soon as possible.

**Corporate**

1. Support the deployment and best use of technology to provide effective and automated workflow processes, thereby reducing the reliance on existing legacy systems, including dependency on spreadsheets
2. Coach and assist individual employees to meet their goals and objectives through the monitoring, periodic reviews, annual appraisal, training and development processes
3. To work with other Council personnel and representatives to achieve the Council's strategic objectives and business plans including compliance with statutory responsibilities, Corporate and Government policies
4. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; People Management Procedures, General Data Protection Regulation (GDPR), Equality & Diversity Policy, Health & Safety
5. To take full responsibility for the development and implementation of your own Personal Development Plan, and your own continued development in those areas relevant to your role within LBM
6. To be accountable for all areas of staff supervision and the monitoring of all aspects of performance management including reward and recognition, appraisals, sickness and absence, disciplinary and grievance, and training and development for directly reporting Corporate Reporting team members

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| LONDON BOROUGH OF MERTON **FINANCE AND DIGITAL DEPARTMENT**  **PERSON SPECIFICATION** |

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| POST TITLE: Trainee Accountant **Grade:** ME8 to ME10  **Date:** June 2024  This is a career linked grade post but there is no automatic progression between the  grades. Progress is subject to:   * Management assessment of the individual postholder's ability to perform the tasks expected at the higher grade. This will be linked to agreed competencies for the duties involved and as shown in the person profile. * Management assessment of the need for duties at the higher grade to be done and availability of work at the higher grade. |

**Knowledge**

1. An understandinq of the legislation, regulation and statutory requirements surrounding local governments and how to apply it, including best practice and internal rules and regulations.

2. Knowledge and understanding of finance, accounting or VAT principles

#### Skills

3. Ability to assess the needs of your customers and the authority and meet them using the most economic, efficient and effective methods.

4. Ability to communicate effectively (e.g. to communicate technical issues to lay persons clearly and concisely), and ensure that all communications from your section are timely, accurate and to a high standard.

5. An ability to plan and organise your time whilst meeting conflicting deadlines.

6. Ability to train staff to provide a high quality financial service in the use of e5, use of spread sheets and lower level financial advice and practice.

7. Ability to produce accurate estimates, undertake effective budgetary control and close relevant accounts within corporate and departmental deadlines.

8. Ability to input, manipulate and extract information from the Council's Financial Information's System (e5) both proactively and in response to service needs.

9. Ability to manage productive relationships with both external customers and internal customers using influencing skills

10. Ability to supervise, develop, motivate and train staff to provide a high quality financial service in the use of e5, use of spread sheets.

**Experience/Training**

**11.** a) ME8 - Graduate with Relevant Degree/Conversion Course or

- AAT Level 2 or 4 years relevant experience

b) ME9 - Qualified to CIPFA Certificate or

- CCAB equivalent or

- AAT Level 3 or 5 years relevant experience

c) ME10 - Qualified to CIPFA Certificate equivalent with 3 years

relevant experience or

- CCAB or equivalent with 3 years’ relevant experience or

- AAT Level 3 with 1 year’s relevant experience or

- 6 years relevant experience

12. Experience of undertaking basic accounting tasks, including processing transactions, investigating discrepancies, extracting information and undertaking reconciliations (ME9/ME10).

13. Competent user of Microsoft Office software applications

**Personal Qualities**

14. Self-starter requiring little supervision

15. Excellent attention to detail

16. Ability to prioritise to achieve set objectives

17. Committed to working in an organisation whose vision and values include improving services to the local community

18. Willing to work as part of a team and to support colleagues

**LONDON BOROUGH OF MERTON**

**FINANCE AND DIGITAL DEPARTMENT**

**JOB DESCRIPTION**

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| POST TITLE: **Grade:**  **Department**:  **Location:**  **Responsible to:** | Senior Trainee Accountant  ME11 to ME13  Finance and Digital  Various offices according to the needs of the service  Head of Accountancy/ Head of Capital Strategy, Regeneration and Risk | |
| Responsible for: | Accountancy Assistants  Other Staff as allocated to undertake key tasks | |
| Post number: | M3015579 | Date: June 2024 |

**MAIN PURPOSE**

1. To assist the line manager or more senior member of staff to provide a high quality, comprehensive financial service to the Team's customers in all matters of finance and ensure that all work is undertaken within the Council's statutory financial information deadlines. Standards of performance will be agreed with your line manager and incorporated into the appraisal process.

2. To manage, develop, motivate and train staff so that they are responsive and motivated in carrying out their responsibilities

**MAIN DUTIES AND RESPONSIBILITIES**

**Functional**

1. In accordance with your line manager to provide financial support that ensure the Team:-

a) Prepare accurate and prudent multi-year estimates in keeping with the Authority's Budget Timetable and this information is reported appropriately both within and outside the Authority.

b) To ensure budget managers undertake regular financial monitoring and report the outcome appropriately.

c) In accordance with Corporate Closing Timetable to ensure that outturn is reported appropriately within and outside the Authority in accordance with statutory deadlines.

d) To regularly report to line management on the financial standing of budgets within the department.

e) To agree standards of performance with your line manager as part of the appraisal process.

f) To monitor progress against relevant timetables and highlight areas of concern to your line manager

g) To check and validate the work of less senior members of staff. To inform the line manager of problem areas as soon as possible.

h) To ensure that all correspondence is accurate, timely and to a high standard of presentation (e.g. that the telephone is answered in accordance with corporate guidelines).

i) To ensure that e5 is amended to reflect adjustments requested and appropriately approved, raising any concerns with your line manager or more senior member of staff.

2. To ensure that all advice and guidance is given in accordance with external and internal legislation and regulation (e.g. CIPFA’s the Code of Practice, Local Government and Finance Act 1989, Delegated Powers and Standing Orders). To provide up to date financial advice in respect of "Value for Money", including the use of trading accounts.

3. To assume responsibility for the completion of specific grant claims and ensure that they are completed, validated and authorised within agreed timescales. To check and validate the work of less senior members of staff.

4. To provide the following training:

a) Induction training for new members of finance staff within the Authority.

b) To assist in the provision of regular training of Budget Holders to ensure that key issues and changes are communicated effectively.

c) To assist in the provision of regular training for Excel.

5. To provide time recording information as required by \ your line manager.

**ME12**

6. To assist in the identification of performance indicators which accurately measure the work of your team and advise budget managers on their own performance indicators.

7. To ensure that issues raised by external audit during previous years audits are resolved and the work programme amended to accommodate these changes.

**ME13**

8. To deputise for your line manager in their absence.

9. To organise and provide the regular training detailed in 4 above

10. To represent the finance team at meetings within the Authority.

**Corporate**

11. Support the deployment and best use of technology to provide effective and automated workflow processes, thereby reducing the reliance on existing legacy systems, including dependency on spreadsheets

12. Coach and assist individual employees to meet their goals and objectives through the monitoring, periodic reviews, annual appraisal, training and development processes

13. To work with other Council personnel and representatives to achieve the Council's strategic objectives and business plans including compliance with statutory responsibilities, Corporate and Government policies

14. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; People Management Procedures (new people policies), General Data Protection Regulation (GDPR), Equality & Diversity Policy, Health & Safety

15. To take full responsibility for the development and implementation of your own Personal Development Plan, and your own continued development in those areas relevant to your role within LBM

16. To be accountable for all areas of staff supervision and the monitoring of all aspects of performance management including reward and recognition, appraisals, sickness and absence, disciplinary and grievance, and training and development for directly reporting Corporate Reporting team members

**LONDON BOROUGH OF MERTON**

**FINANCE AND DIGITAL DEPARTMENT**

**PERSON SPECIFICATION**

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| --- |
| POST TITLE: Trainee Accountant **Grade:** ME11 to ME13  **Date:** June 2024  This is a career linked grade post but there is no automatic progression between the  grades. Progress is subject to:   * Management assessment of the individual postholder's ability to perform the tasks expected at the higher grade. This will be linked to agreed competencies for the duties involved and as shown in the person profile. * Management assessment of the need for duties at the higher grade to be done and availability of work at the higher grade. |

**Knowledge**

1. Knowledge and understanding of the legislation, regulation and statutory requirements surrounding local governments and how to apply it, including best practice and internal rules and regulations.

2. Knowledge and understanding of finance, accounting or VAT principles

**Skills**

3. Ability to input, manipulate and extract information from the Council's Financial Information System (e5) both proactively and in response to service needs.

4. Competent user of Microsoft Office software applications

5. Ability to manage productive relationships with both external customers and internal customers using influencing skills

**Experience/Training**

6. a) ME11 - CIPFA Certificate with 5 years’ relevant or

- CCAB equivalent with 5 years’ relevant or

- AAT Level 3 with 5 years’ experience in a relevant

experience

b) ME12 - Qualified to CIPFA Diploma with 4 years relevant

experience or

- CCAB equivalent with 4 years relevant experience or

- AAT Level 4 with 6 years post qualification relevant

experience.

c) ME13 - Qualified to CIPFA Diploma with 5 years relevant

experience or

- CCAB equivalent with 5 years relevant experience or

- AAT Level 4 with 6 years relevant experience.

7. Evidence that you have assessed the needs of your customers and the authority and meet them using the most economic, efficient and effective methods.

8. Experience of researching, analysing and producing clear and concise financial reports and/or presentations for project appraisal and policy analysis.

9. Experience of planning, organising, monitoring and reviewing the progress of a team to meet deadlines for a major project e.g. the closing or estimate process.

10. Experience of producing accurate estimates, undertaking effective budgetary control and closing relevant accounts within corporate and departmental deadlines.

11. Demonstrated application of the rules and regulations that govern the financial operation of schools and evidence that your knowledge in this area is constantly updated.

12. Evidence of effective communication skills (e.g. to communicate technical issues to lay persons clearly and concisely), and demonstrated experience of ensuring that all communications from your section are timely, accurate and to a high standard.

13. Evidence that you have managed, developed, motivated and trained staff to provide a high quality comprehensive financial service.

**Personal Qualities**

14. Self-starter requiring little supervision

15. Excellent attention to detail

16. Ability to prioritise to achieve set objectives

17. Committed to working in an organisation whose vision and values include improving services to the local community

18. Willing to work as part of a team and to support colleagues