

Finance Graduate Trainee

We are recruiting two Finance Graduate Trainees to commence work and start studying towards the Chartered Institute of Public Finance and Accountancy (CIPFA) qualification in summer 2020.

The Training Programme

Targeted at graduates who are forward thinking, influential and want to make a difference for the benefit of communities, the Finance Trainee programme at Surrey County Council provides you with a breadth of practical experience and support to study for a professional accountancy qualification, enabling you to develop into a senior leader of the future.

Personal and professional development is ensured through a variety of financial and accountancy placements and support to study the Chartered Institute of Public Finance and Accountancy (CIPFA) professional qualification.

The training programme will begin with an induction programme to introduce you to the organisation as a whole, to the Finance Service and to the individual team you will be working with on your first placement.

You will have a 'buddy' who will help you settle in to the way that the council works day to day.

You can expect to have several different placements during the training programme including:

- Working in a service finance team supporting budget holders;
- A range of specialist placements which could include Pensions, risk management and governance;
- Experience of technical accounting and gathering information in relation to producing financial accounts or the medium term financial plan;
- A placement with the Internal Audit team;
- Working in the Finance Improvement team which could include supporting the Data and Reporting team and also the development of our new Finance Academy.

Overall responsibility for organising the placements, arranging activities and supporting you through the programme will be managed by a Senior Finance Business Partner. They will also oversee your training and development both at college and in the workplace.

Your starting salary as a graduate will be circa £27k per annum. This rises steadily on passing successive parts of the CIPFA qualification, to a salary of circa £34k on becoming fully qualified.

The Qualification

The CIPFA qualification covers a broad range of key skills such as finance, leadership, strategy and communication, equipping CIPFA accountants with the means to succeed in their careers.

CIPFA is obtained through a combination of study and work place experience. The professional studies are on a modular basis with formal assessment at each stage. Full details can be found on the [CIPFA website](#).

Those nearing qualification will be expected to apply for appropriate positions within the council. For those with ambition and talent, career prospects into management positions, whether finance or general, are very good.

Our Expectations

During your training programme you will be given opportunities to experience a range of work covering every aspect of financial management. Our expectations are that you will:

- Participate in the budget planning and financial processes for directorates and services;
- Be involved in the annual budget setting and closure of accounts processes;
- Use analytical skills and techniques to interpret financial and non-financial data to inform decision making;
- Contribute to the development of financial systems, processes and data quality;
- Provide support, advice and challenge to managers and staff across the organisation;
- Volunteer to participate in projects and working groups and share learning experiences;
- Be an active contributor to activities of the Finance team and the continuous improvement of financial management capabilities across the Council.

Person Specification

Problem Solving / Creativity

You should have the ability to analyse issues and identify solutions. You must also be a self-starter and act resourcefully to solve problems, think creatively and move things forward using your own initiative.

Numeracy

You will need to be confident in handling and interpreting large quantities and sometimes complex numerical data such as finance and performance information.

Understanding/Interest in the Public Sector

You should have a desire to work in the public sector and be able to consider the complexities of working in a Local Authority.

Literacy

You will be able to write communications that are clear and concise. You will have excellent verbal communication skills and the ability to positively influence people, and present yourself confidently.

Team Working

You must be able to demonstrate your ability to work as a member of a team, able to build relationships and demonstrate a diligent and diplomatic approach.

IT and Digital

You will be able to work confidently with Microsoft Office and quickly learn new systems, such as the financial ledger system.

