# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: CIPFA Trainee and Apprentice - Finance

# Department: Business Services

# Grade: [Single Status 7/9/10/11](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Head of Finance (Planning and Reporting)

# Purpose of the Role:

To learn to provide a professional and comprehensive finance service including support, advice, guidance and challenge to budget managers. The role will be expected to work across the finance teams to gain a broad understanding of finance management within the Council, undertaking a range of duties to develop knowledge and experience over time. while studying for the CIPFA qualification. The role will be career graded and the work undertaken and salary will be in line with the level of professional qualification achieved as follows:

Entry level – graduate or AAT qualified – Single Status (SS) 7

Professional Certificate (4 modules; exemptions apply) – SS9

Professional Diploma (6 modules) – SS10

Strategic Leader (full qualification) – SS11

Upon qualification individuals will remain at Principal Finance Office (SS11) level in role. Upon qualification there will be opportunities to apply for more senior post as and when an appropriate role becomes available.

# Key tasks:

1. Work collaboratively to provide coordinated and comprehensive business and finance support throughout Finance on a rotation basis.
2. Provide financial support in accordance with legislative requirements, relevant codes of practice, best practice, council standing orders, regulations, policies, strategies and procedures.
3. Support the team to which the post is attached on a rotation basis, as required. The post-holder will be expected to complete finance and related tasks allocated to them as part of their supported training placement and on an ad-hoc basis.
4. Have consideration of and contribute to the Department’s targets related to posts and team.
5. Participate in team meetings and demonstrate customer focus and develop business partnering skills.
6. Familiarise themselves with, uphold and promote the aims of the Council's equality and diversity policies in the course of day-to-day work.
7. Actively study and undertake examinations to become a qualified CPFA through the CIPFA apprenticeship scheme in an agreed timescale expected to be within 36 months unless agreed otherwise.

**The following additional responsibilities will be required as each professional qualification is achieved:**

**Professional Certificate (SS9)**

1. The ability to provide a professional and comprehensive finance service including support, advice, guidance and challenge.
2. Monitor, review and develop the effectiveness of services, systems, processes and records, suggesting improvements to ensure best value for stakeholders and customers.
3. Act as the key customer contact for designated service area(s) and develop good working relationships with internal and external customers, stakeholders and partners.
4. Undertake research, analysis and reporting of financial and management information.
5. Provide cover for senior staff as and when appropriate.
6. Represent the team at internal and external meetings, working groups and project teams as required and brief senior staff on decisions made and issues requiring resolution.
7. Prepare annual revenue and capital estimates in accordance with approved plans and policies, in consultation with departmental budget managers, ensuring compliance with corporate procedures, timescales and financial regulations.
8. Support and advise budget managers in managing, monitoring and reporting on financial performance and provide financial forecasts including unit costing data and savings/efficiency analyses.
9. Undertake regular financial reconciliations.
10. Undertake the closing of accounts promptly and in accordance with best professional standards and statutory requirements.
11. Establish and quantify financial risks and pressures in current and future years and support the production of departmental Medium Term Financial Plans .
12. Contribute in the production of business cases using financial modelling techniques, as appropriate, assessing and highlighting financial implications.
13. Complete financial returns and processes including for example, grant claims and VAT self certification.

**Professional Diploma (SS10):**

1. Assist the service to develop corporate financial strategies by providing information and briefings for senior management and elected members as required.
2. Develop and maintain good working relationships with budget managers, external auditors and partners and attend meetings, project and working groups, to provide financial advice and effective challenge throughout the annual financial cycle.
3. Gain knowledge and experience of financial management, governance, processes, systems and controls in or to support their development and the development of related policies.
4. Ensure these systems and/or records are accurate, up to date and properly reconciled and reviewed including collation, interpretation and presentation of financial data to inform financial monitoring and reporting, government and statutory returns, business cases, service restructuring, treasury management dealing and reporting, budget preparation and closure/production of accounts.

**Strategic Leader (SS11)**

1. You will be able to demonstrate your ability to successfully work in a wide range and have an understanding of a variety of accounting functions.
2. Having qualified you will bring an understanding of Strategic Public Finance being able to support work regarding:-

* Sources of public finance
* Service integration strategies
* Finance leadership
* Performance evaluation
* Business cases

1. You will also need to demonstrate in your work the ability for;

* Critical evaluation
* strategic decision making
* leadership
* professional judgement;

Therefore having the ability to co-ordinate, support and develop the provision of high quality professional financial information, advice, accountancy and budgetary services to Council Departments and external agencies.

# PERSON SPECIFICATION

# Essential education and qualifications

* Graduate or AAT qualified.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to work as part of a team.
* Ability to work without close supervision.
* Ability to prioritise and work to tight deadlines.
* Ability to analyse, interpret and explain data.
* Communication skills, both oral and written.
* Highly numerate.
* Computer literate.
* Use of Excel and Word.
* Basic knowledge of public sector finance and accounting.
* Evidence from work, voluntary or leisure activities to demonstrate the key competencies for this post.
* Understanding and commitment to ESCC's values including equality and diversity.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |