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| Service and job specific context statement | |
| **Directorate:** | Central Services |
| **Service:** | Strategic Resources |
| **Post title:** | Trainee Accounting Technician |
| **Grade:** | Career Grade E, F, G |
| **Responsible to:** | Senior Accountant |
| **Staff managed:** | None |
| **Date of issue:** | April 2022 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| * The Finance Team provides financial support and advice to internal customers within North Yorkshire County Council with a revenue budget of approximately £900M and a capital plan of £100M. In addition, the finance team provide services to schools and early years providers as well as external customers and the North Yorkshire Pension Fund. * Working in a modern and agile way, the finance team are forward-looking, supporting budget managers to monitor and manage their own budgets through maximising technology and delivering efficient services that add value. * As a Trainee Accounting Technician in the Finance Team, the post-holder would be expected to work across a number of different functional areas (e.g. Internal Clients, External Clients,Technical and Capital, Schools), providing a high-quality service that promotes customer self-help. Working closely with other support services and customers, the post-holder may be expected to work with key partner organisations including health, schools and other external customers. The finance team provides a centre of expertise in commercial work and financial modelling, and the post-holder will be expected to contribute to the Council’s commercial agenda both supporting services to be commercially aware and through identifying and maximising opportunities for the Finance Team to generate income streams. * Some professional experience requirements may be achieved through short placements in other departments (e.g. Financial Admin), through placements with partners (e.g. Audit) or undertaking work with external customers. * The postholder will work towards achievement of AAT qualifications through a nominated provider. * The postholder will also be expected to undertake mandatory and skills-based training to develop knowledge, skills, behaviour and expertise. * The postholder will work and rotate across a number of functional areas and will be line managed by a Senior Accountant. |
| Career progression |
| * This Accounting Apprenticeship is designed for new recruits or existing employees who would like to be formally trained or qualified in accounting practices. This programme will span the Association of Accounting Technicians (AAT) Levels 2, 3 and 4. On satisfactory completion of each level – Foundation Certificate, Advanced Diploma and Professional Diploma, plus a satisfactory appraisal and assessment against the competency framework, the postholder will progress to the next grade within the career grade. * This programme welcomes applicants from those keen to commence a career in finance and from those who are already part qualified. |

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| **Structure** | | |
| |  | | --- | | Heads of Finance | | Senior Accountants (with functional specialisms) | | Accountants | | Senior Accounting Technicians (with functional specialisms) | | Accounting Technicians | | Trainee Accountant | | Trainee Accounting Technician | |

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| Job Description | |
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| Job purpose | The core focus of this job is to assist in the provision of an effective financial support service including preparation of budgets, support with budgetary control, closure of accounts and financial projects. The postholder will also work towards achievement of qualified Accounting Technician status. |
| Operational management | At entry level the postholder (Grade E) will:   * Assist with the production of information to support budget setting and monitoring * Assist with projects requiring financial input. * Assist with the preparation of statistical returns, closedown of accounts and other returns   On satisfactory completion of the Level 2 Foundation Certificate, satisfactory appraisal and assessment against the competency framework, the postholder will progress to Grade F where the core accountabilities will include:   * Assist with the production of information to support budget monitoring as part of the framework for the finance function as a whole. * Assist budget managers with budget and financial queries. * Assist with financial modelling/scenario analysis on projects/budgets * Assist with direct financial support to projects. * Assist in the provision of financial support to higher risk projects and budgets. * Promote professional standards in line with statutory and regulatory requirements. * Assist with the preparation of statistical returns, closedown of accounts and other returns.   On satisfactory completion of the Level 3 Advanced Diploma, satisfactory appraisal and assessment against the competency framework the postholder will progress to Grade G where the core accountabilities will include all of the above at Grade F plus the postholder will increasingly work more independently, take on more responsibility and undertake work that is more complex.  The postholder is expected to successfully complete and pass the independent apprenticeship end-point assessment which takes place at the end of the apprentice’s on-programme training and following a successful gateway meeting. The selected approved apprentice end-point assessment organisation from the Education and Skills Funding Agency (ESFA) Register of Apprenticeship organisations will be responsible for all aspects of the end-point assessment. On successfully achieving this assessment the apprentice would satisfy the criteria for obtaining the AAT Level 4 Professional Diploma in Accounting. Linking to satisfactory appraisal and assessment against the competency framework the postholder will progress from Trainee to Accounting Technician (Grade H) |
| Communications | At all levels:   * Promote professional standards in line with statutory and regulatory requirements. |
| Resource management | At all levels:   * To produce such outputs as required through the area specialism under the direction of an Accountant/Senior Accountant. |
| Systems and information | At all levels:   * Assist with the development of financial systems and procedures. * Produce such financial information as required for the successful delivery of the area of specialism. |

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| Person Specification | |
| Competency Framework |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.