

CANDIDATE PACK

FINANCE
GRADUATE

WELCOME

Thank you for your interest in our graduate scheme.

Graduates play a big part in the way we operate. Wirral Council is a place where everyone can achieve success, a place where all are supported to reach their full potential.

Our scheme provides a real opportunity to gain high quality experience in the workplace whilst undertaking a qualification.

Our flagship graduate programmes have had a significant cultural impact in Wirral Council and provide a unique opportunity to bring diverse thinking and talent into our organisation.

Good luck

Paul Satoor

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Chief Executive Officer



Wirral is a unique place, home to a growing population of over 320,000 people and over 8,000 businesses. Our stunning peninsula extends to 60 square miles and boasts 25 miles of scenic coastline.

It is an area of outstanding natural beauty, packed full of spectacular scenery, with a rich mixture of culture, heritage and picturesque cottages. Our environment, our parks and our leisure and cultural offer are among the best in the UK. It offers cutting edge technology and executive living along the banks of the River Mersey, overlooking one of the most awe-inspiring views anywhere in the world in the famous Liverpool skyline. We're a stone's throw away from the thriving cities of Liverpool and historic Chester.

As a council, we strive to be and make a positive difference for all our residents and communities in Wirral, this is at the heart of what we do. Our employees lead the way and are at the forefront of this commitment and are supported, developed and invested in as individuals. Graduates are a key part of our workforce and play a crucial role in making a difference for the people of Wirral.

WE ARE WIRRAL

Being part of Wirral Council means that no matter what service you deliver, you are supported to #BeTheDifference and improve the lives of everyone across the borough.

Our vision is to promote fairness and opportunity for people and communities and our 2023-27 Council Plan sets out how we will deliver this through:



- Working together to create a more efficient, effective and accessible council
- Working together to improve early help for children and families
- Working together to promote independence and healthier lives
- Working together to deliver people focused regeneration
- Working together to protect our environment
- Working together to create safe, resilient and engaged communities



ACCOUNTABLE



AMBITIOUS



RESIDENT
FOCUSED



PROFESSIONAL

OUR VALUES

At the heart of everything we do are our values. They capture our spirit, ambition, and drive what we do and how we approach things. They influence our choices, behaviours, how we treat others and how we make decisions.

We're proud of our values and putting them into practice helps create a supportive, inclusive and positive environment.

THE PROGRAMME

Our Graduate Trainee programme within the Accountancy function is designed to provide graduates with comprehensive and inclusive **hands-on experience and training in a public finance and accounting service.**

It is a **three-year programme** allowing the graduate to develop knowledge, skills and experience through a structured learning and training programme. This will ensure the graduate can have a successful career within local government whilst contributing to the effective, efficient financial management and stewardship of public resources.

This includes completing the **CIPFA level 7 apprenticeship to become a Public Sector Chartered Accountant.**

The programme will support the graduate to develop a number of positive behaviours including leadership, working together, decision making, being results driven, learning and development, organisational change and political awareness.

The role will allow graduates to work with all levels throughout the Council supporting and providing advice to Directors and Senior Managers to ensure the Councils strategies and objectives are met.

We value diversity of experience and backgrounds. We know there is always another way to do things, and we would love to hear what you think! We have a strong graduate network within the organisation to support you in your journey with us and share their experiences with you. We can't wait to welcome you on board!

Wirral's Graduate programme offers a **competitive salary of £31,067.**

DO YOU HAVE WHAT IT TAKES TO BE THE DIFFERENCE?

- We are looking for drive, energy and creativity to push us out of our comfort zone and bring new ideas to the table.
- We are looking for great people skills; can you work well with others? Do you listen to understand the views of others? Are you able to share your own ideas?
- We are looking for real drive to get things done. Do you have what it takes?

THE PROCESS

There are several stages to our graduate recruitment process, all of which look to assess the transferable skills, experience and behaviours you can bring to the role.

At the initial application stage, you will be asked to demonstrate how you meet the essential criteria outlined in the job description as well as our values.

Make sure to refer to the 'Top Tips' section to help you with this!

If your initial application is successful, you will then progress to the second stage of the recruitment process which will include an assessment centre. This will be an opportunity to show us how you meet both the essential and desirable criteria and align with our organisational values.

Our recruitment activities are designed to focus on the strengths and behaviours that would enable you to thrive as a Graduate and so it is not essential to have extensive experience in the workplace to succeed.

The final stage of the recruitment process is an interview that will take place on the day of the assessment centre. This is a chance to really wow us and demonstrate how you would Be the Difference for Wirral!

TOP TIPS

- ★ Remember to demonstrate how you meet each of the essential criteria. By doing this you will show the reader that you have the skills and experience to do the role.
- ★ Remember to provide examples of how you meet the essential criteria to demonstrate how you fully meet each point.
- ★ Keep your answers succinct.
- ★ Remember we pride ourselves on our values so make sure to demonstrate how you meet them in your application.

OUR TERMS, CONDITIONS & BENEFITS

ROLE & SALARY

This opportunity is for a Graduate position. The salary is £31,067 (p.a).

APPOINTMENT TERM

The appointment term is fixed for 3 years.

WORKING ARRANGEMENTS

The post is full time at 36hrs a week. Additionally, Wirral strongly supports a flexible and agile working approach.

LOCATION

The primary location will be in Wirral but some travel may be required within Merseyside.

LEAVE

You will be entitled to 28 days leave per year, plus 8 additional public holidays. Your entitlement will increase to 33 days plus the public holidays after 5 years of service. Employees also have the option of making use of our additional holiday purchase scheme.

BENEFITS & SAVINGS SCHEME

Wirral Council has a rewards and benefits package for employees. It is free to join and offers a range of discounts in over 7,000 outlets on shopping, dining out, theatre, cinema, experiences and much more.

PENSION SCHEME

You will have the opportunity to join the Local Government Pension Scheme which provides an excellent range of benefits, including a current employer contribution rate of 18.7%.

GREAT GROWTH OPPORTUNITIES

We develop and invest in our people. Your career aspirations are important to us we want to know how we can help you in the next step of your journey. As a graduate you'll pursue a relevant qualification aligned with your role.

EQUALITY & DIVERSITY

We are committed to attracting and recruiting diverse and talented people. We recognise the need for equality, diversity and inclusion within the workforce and we promote equality and diversity to raise awareness and identify and address any potential under-representation across the business. We will make reasonable adjustments to the recruitment process to ensure applicants are not disadvantaged.

OTHER

We also offer access to an Employee Assistance Programme, volunteering leave, discounted Invigor8 gym membership, travel loans and more.

Find out more here on our jobs page.

TIMELINE

- Applications open - 20th June 2025
- Informal discussions - 20th June - 11th July 2025
- Applications close - 13th July 2025
- Application outcomes confirmed - by 23rd July 2025
- Assessment centre & Interviews - w.c. 4th August 2025
- Outcomes confirmed - w/c 18th August 2025
- Anticipated start - End of September 2025

JOB DESCRIPTION

JOB TITLE	Graduate Finance Officer
GRADE	BAND G
REPORTING TO	Senior Finance Manager
JD REF	BUS0267G

PURPOSE

To provide a unique opportunity to launch a career in public sector finance. Over a structured three-to-four-year programme, hands-on experience will be provided across key areas of local government finance while studying towards the CIPFA Level 7 Apprenticeship to become a qualified Public Sector Chartered Accountant. Contribute to the effective financial management of public resources and play a vital role in supporting strategic decision-making across the Council.

Development of key professional behaviours such as leadership, collaboration, strategic decision-making, results orientation, adaptability, and political awareness. Exposure to all levels of the organisation, working closely with Directors and Senior Managers to support and influence the Council’s financial strategies and objectives—making a real impact on the stewardship of public resources.

MAIN DUTIES AND RESPONSIBILITIES

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Through leaning and experience you will inspire confidence and trust in financial support and decision-making.
- Maintain high standards of ethical conduct and professional integrity.

Communication and Engagement:

- Provide financial advice and support to budget holders and senior managers.
- Prepare and present financial reports and briefings tailored to a range of audiences.
- Support the development of business cases and savings proposals.
- Build strong working relationships with colleagues, senior leaders, and external partners.
- Participate in professional networks and graduate forums to share learning and best practices.
- Contribute to a culture of continuous improvement and innovation.

Data Analysis and Decision-Making:

- Participate in structured placements across core finance functions including financial planning, budget monitoring, financial reporting, capital monitoring, treasury management, audit and pensions and pensions.
- Complete the CIPFA Level 7 Apprenticeship, supported by on-the-job learning and mentoring.
- Develop key professional behaviours such as leadership, collaboration, and results orientation.
- Assist in the preparation and monitoring of revenue and capital budgets.
- Support the annual closure of accounts in line with CIPFA and IFRS standards.
- Contribute to financial forecasting, data modelling, and variance analysis.
- Gain experience in setting meetings, agenda, minutes, writing briefing papers and reports for committees.

Governance and Compliance:

- Ensure compliance with financial regulations, corporate policies, and statutory requirements.
- Assist in internal audits, counter fraud detection and prevention, grant claims, and financial returns.
- Maintain accurate financial records and support treasury and VAT functions.

Other:

- Gain experience in setting meetings, agenda, minutes, writing briefing papers and reports for committees.
- Ensuring committee papers and associated papers are complete.
- Any other duties commensurate with the grade.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS**Qualifications**Essential Criteria

- A minimum of a 2:2 degree.
- Commitment to completing CIPFA Level 7 Apprenticeship qualification.

Desirable Criteria

- Degree in Accountancy, Finance or Business related subjects
- To continue to learn by undertaking necessary training to obtain the necessary skills and knowledge for the role.

Knowledge & SkillsEssential Criteria

- Excellent numeracy skills and attention to detail.
- Ability to analyse and interpret data.

- Excellent communication skills, both oral and written, particularly the ability to explain complex financial issues to managers with a non-finance background.
- Understanding customer requirements and matters affecting the provision of their service including problem solving and supporting decision making.

Desirable Criteria

- Contribute to a Team working environment.
- Able to react quickly and respond to changing work priorities.

ExperienceEssential Criteria

- Knowledge of IT software packages e.g. Microsoft Office Excel, Word, Power BI, Powerpoint and Outlook.

Desirable Criteria

- Experience in working within a finance office or business support/admin role.

ADDITIONAL INFORMATION

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health and Safety Considerations

- Work with VDUs (Video Display Unit) (>5hrs per week)

DATE OF APPROVAL: 18/06/2025

APPROVED BY: Di Grisdale, Head of Finance - Corporate