

Job Description

POST TITLE	Trainee Accountant (Career Grade)	POST NO:	AS1042
SERVICE UNIT	Finance & Property	GRADE:	3-6
JOB EVALUATION	A1802 (Grade 3) A1803 (Grade 4) A1805 (Grade 6)	JOB FAMILY	
RESPONSIBLE TO:	Finance Business Partner		
RESPONSIBLE FOR:	None		
LOCATION	Town Hall	STATUS	Staff

Job Purpose

To provide assistance to the Accountancy team

Main Duties and Responsibilities:

1. To pursue a career in Accountancy.
2. To be responsible for the reconciliation of Income Suspense Accounts within the Financial Management System.
3. Preparation and processing of:
 - Journal Transfers
 - Sundry Debtor Invoices
 - Staff Time Sheets
 - Creditor Payments
4. To retrieve and modify financial information from the Financial Management System.
5. To assist in the preparation of the Council's Revenue/and Capital Budgets.
6. To assist in providing financial information for Revenue/ and Capital Monitoring.
7. To assist in the closure of the Council's year-end accounts.
8. Maintain filing systems.
9. To assist in the distribution of incoming and outgoing post.
10. To provide cover for duties within the Payments Team as required.

11. To be able to apply the Data Protection Act 1998 as it relates to the duties of the post.
12. To attend training identified as necessary to undertake current and future job requirements.
13. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.

To progress to Grade 4 (Career Grade Level 2) the post holder must demonstrate competence in the following areas (without guidance) and achieve NVQ level 2 in a recognised accountancy qualification –

14. Preparation and maintenance of central support and other recharges.
15. Monitoring of the Council's salary budgets and reconciliation to the HR system.
16. To assist in replying to FOI requests within the Accountancy Team.

To progress to Grade 5 (Career Grade Level 3) the post holder must achieve NVQ level 3 in a recognised accountancy qualification.

To progress to Grade 6 (Career Grade Level 4) the post holder must demonstrate competence in the following areas (without guidance) and achieve NVQ level 4 in a recognised accountancy qualification -

17. To undertake work relating to the financial management of the Council's charity accounts.
18. To work with the accountancy teams on major projects.
19. To prepare statistical and other returns and government/other grant claims.
20. To provide advice and guidance to budget holders on financial procedure rules and accounting policies.

Health and Safety.

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Howard Hamilton-Smith

Date: July 2025

Postholder:

Date of issue:

Person Specification

POST : Trainee Accountant (Career Grade)	GRADE: 3-6
DIRECTORATE : Resources	POST NO: AS1042

Selection Criteria	Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. GCSE (or equivalent) passes in at least 5 subjects at Grade C or above including English and Mathematics	E	A/C
2. NVQ level 2 in Business Administration or equivalent qualification	D	A/C
3. A willingness to work towards Association of Accounting Technicians (Career Grade Level 1, 2 and 3)	E	A/C
4. Association of Accounting Technicians (Career Grade Level 4)	E	A/C
EXPERIENCE		
5. Experience of using office based computer systems (e.g. Microsoft Office)	E	A/I
6. Office experience in a financial environment	D	A/I
7. Experience of using financial computer packages	D	A/I
SKILLS AND COMPETENCIES		
8. Ability to work accurately and methodically to achieve good result.	E	A/I
9. Ability to communicate effectively and positively with customers face to face , in writing or by e-mail and by telephone	E	A/I
10. Ability to manage and prioritise own workload and work to conflicting deadlines	E	I
11. Understands the need for and is able to maintain confidentiality and compliance with the Data Protection Act	E	A/I
12. Ability to manage and process manual and computer information accurately	E	I

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
13. Is able to work collaboratively with others.	E	I
14. Ability to use spreadsheets and word processing applications.	E	I/T

The Burnley Way

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework