

Graduate Trainee Accountant: Grade 6 to 10 (Apprentice)

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work. Our ambition is to provide a highly valued and effective professional financial management support service in a way that ensures our expert knowledge makes a difference. As a trainee you will contribute to the provision of a comprehensive, professional, financial support service to our customers. You will also be an integral member of the service and will be expected to help drive the delivery of a modernised service, through supporting the team, delivering to our customers, instilling confidence and providing challenge, options and solutions. Your work experience will be supplemented with a course of study for a professional qualification with either CIPFA (Chartered Institute of Public Finance and Accountancy), CIMA (Chartered Institute of Management Accountants) or the ACA (Association of Chartered Accountants).

This role is based within Corporate Strategy & Public Health – Governance & Commissioning

Find out more about [working for Kirklees](#).

The Job

There are 2 aspects to the post:

- 1) Becoming a qualified CIPFA/CIMA/ACA accountant.
- 2) Gaining relevant experience across the finance function and contributing to the work of the Finance Service.

Relevant work experience will involve flexible deployment to support a broad range of relevant business activity, examples of which include operational financial advice and information to budget managers across service areas, the co-ordination and preparation of the Council's Multi-Year Revenue and Capital Budgets, the preparation of annual financial statements and other statutory returns in accordance with the relevant accounting standards, codes of practice and Government guidelines, the management of the Council's Treasury Management Activities and Tax Affairs, internal audit work, reviewing financial processes and systems, researching and

Job Checklist

- To study for, and pass, the examinations leading to the CIPFA, CIMA or ACA qualification.
- To undertake a programme of relevant work experience that meets both the business needs of the Service and enables successful completion of the CIPFA/CIMA/ACA portfolio of experience and professional membership of the Institute.
- Successful candidates need to meet the Apprentice funding eligibility criteria as the training is funded by the Apprenticeship Levy.

Please click [here](#) to see your responsibilities related to safeguarding

The Person

You should be driven to achieve the best, to be hard working, respectful and thoughtful to colleagues and customers and to be creative, wherever you work.

Being able to create and maintain positive working relationships and being approachable is integral to the role.

You will need to be responsive to change and prepared to play an active part in suggesting ideas to improve the service provided by your team.

You will take personal responsibility for achieving results, managing and prioritising workloads to meet organisational and external deadlines and play a positive role in identifying your own skills and development needs.

You also need to be committed to studying and passing the professional exams and meeting the other obligations of the scheme of professional study.

Your performance will be measured against set objectives together with your ability to ensure delivery of appropriate, high quality, timely, financial advice and support.

You will be expected to carry out your duties in line with the Council's policies, statutory and financial procedures and relevant legislation.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1/2. To find out more about Council Behaviours and Expectations please click [here](#) and click on the tab at the top "Working for Kirklees".

Person Checklist

- Strong literacy and numeracy skills.
- Relevant degree 2.1 minimum standard.
- Strong demonstration of academic skills through excellent A Level results (minimum of 3 x Grade B or equivalent).
- Understanding of, and desire to work within, a public sector accounting environment.
- IT literate.
- Demonstrable communication skills.
- Ability to evaluate financial and other information quickly and accurately in order to support decision making and problem solving across the organisation.
- Time management skills.
- Willingness to study over an extended period in order to gain a professional qualification, including a substantial amount of study time outside of work.

Please note you are only eligible to apply for this role if you meet the Apprenticeship Funding Criteria as below

- You have been a resident in the UK for at least 3 years (there are some exceptions to this so applicants will need to be considered on case by case basis as required).
- You are not in full time compulsory education.
- You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course.

Successful candidates need to meet the criteria

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this job you will need to demonstrate in your application how you meet the requirements in the Person Checklist.