

Graduate Trainee Accountant - Progression Criteria (Grade 6 to 8)

Progression from Grade 6 to 7 occurs after 12 months in post provided that the post holder demonstrates the following:

- completion of Level 1 of the CIPFA/CIMA/ACA qualification, and
- at least 150 days of valid work experience.

Progression from Grade 7 to 8 occurs after 24 months in post provided that the post holder demonstrates the following:

- completion of Level 2 of the CIPFA/CIMA/ACA qualification, and
- at least 300 days of valid work experience.

Progression to Grade 9 Finance Officer level occurs when the post holder demonstrates all of the following (this is dependent on successful completion of the Graduate Trainee Apprenticeship):

- completion of the Strategic/Advanced Level of the CIPFA/CIMA/ACA qualification,
- at least 400 days of valid work experience,
- a demonstration of the full ability to operate at Finance Officer level, and
- full admission to CIPFA/CIMA/ACA.

Finance Officer Level - Progression Criteria (Grade 9 to 10)

Progression from Grade 9 to 10 occurs when the post holder demonstrates the following:

- acts as a recognised leader for a significant part of an activity, including setting objectives, assessing outputs and achievements.
- understands the organisation and nature of their role, and how it links with other parts of the finance and service functions and is able to anticipate situations and provide creative solutions to problems and the need for service change.
- responsibility for effective deployment of personal and, where applicable, team resources.
- understands and actions change to meet customer need.
- clear, appropriate, communication of issues involving some elements of complexity.
- works to develop networks with relevant colleagues beyond the immediate team.
- undertakes a full range of duties, showing technical skills and knowledge with a minimum of supervision.

Notes

1. Progression at any level may be dependent on gaining experience across the wider finance function.
2. Failure to make satisfactory progress through the qualification and within the workplace may lead to termination of your employment.