

Job Description

Post Title: Finance & Accountancy Trainee (AA3968)

Evaluation: 417 Points **Grade: N4**

Responsible to:

- Audit, Risk and Insurance Service Manager or
- Finance Team Leader

Responsible for: N/A

Job Purpose: To support the delivery of effective and efficient financial and audit services to the Council and its partners in line with financial requirements.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To contribute to the preparation of revenue and capital budgets, production of statutory accounts and associated monitoring information in line with financial regulations and Council requirements.
- 2 To complete internal audit assignments and investigations in line with internal quality standards, performance targets and professional audit legislation/standards.
- 3 To produce statistical and financial management information and contribute towards the formulation of the annual and strategic audit plan.
- 4 To identify practical financial and audit recommendations based on analysis of management information.
- 5 To maintain accounting records and financial systems, ensuring financial controls operate in line with financial regulations.
- 6 To develop and maintain positive and collaborative working relationships with relevant internal and external stakeholders, providing advice and guidance as required and responding to queries.
- 7 To support the generation of income through the delivery of both financial and audit activity.
- 8 To maintain professional standards of ethics in line with the Public Sector Internal Audit Standard and financial regulations.
- 9 To promote and implement the Council's Equality policy in all aspects of employment and service delivery.