

## Trainee Scheme

<b>Group:</b> Resources & Digital	<b>Location:</b> Gateshead Civic Centre
<b>Job title:</b> Trainee Accountant	<b>Division:</b> As placed
<b>Entry level:</b> Graduate or AAT level 4	<b>Minimum requirements:</b> A minimum of 2:2 degree; AAT level 4, 2 A Levels grades A-C, or equivalent in any subject; 5 GCSE's grades A-C, or equivalent, including English and Maths
<b>Salary:</b>	Starting salary of Grade D, £19,312 rising to Grade I, £32,234 through salary progression which is dependent on CIPFA examination success
<b>Working Arrangements:</b>	37 hour week with flexible working

## The Organisation

Gateshead Council is looking for trainees to join its finance service, to provide efficient and effective financial support to the service's internal and external customers. The Council is offering a fully funded development programme, leading to professional qualification through the Chartered Institute of Public Finance and Accountancy (CIPFA). It will be on a permanent contract, with the potential to progress within the organisation on successful completion of the qualification and satisfactory work and professional conduct.

Students will be given day release and study leave with two opportunities to pass each exam in order to fulfil the contract obligations.

## Benefits

The benefits for this role include:

- an attractive starting salary rising to £32,324 dependent upon CIPFA examination success.
- a funded professional accountancy training package through CIPFA
- study leave
- a work and study mentor
- access to the Local Government Pension Scheme
- flexible working and other employee-led schemes
- the opportunity to gain experience in a number of areas within the public finance services

## The role

The role will require trainees to commit to studying for the CIPFA qualification, alongside work responsibilities within the finance service, providing financial support for a defined area of work. These may include involvement in:

- financial advice and information
- financial management accounting
- revenue monitoring
- capital programme
- project advice and control
- internal audit
- engaging in a culture of continuous improvement across the service.

## The Scheme

**Duration:** Permanent employment.

**Tuition:** Day release, face to face revision courses or equivalent online determined by the training provider.

**Financial Support:** Study materials, course and exam fees including travel expenses where appropriate and budget permitting will be paid by the employer

<b>Salary:</b>	Starting salary – no finance experience	£19,698	(Top of D)
	Starting salary –relevant degree or finance experience	£21,478	(Top of E)
	After passing certificate stage (Affiliate Member)	£25,481	(Bottom of G)
	After passing diploma stage (Associate Member)	£29,577	(Bottom of H)
	Final salary Subject to exam success, satisfactory work performance and professional conduct. Completion of Strategic Level including portfolio (Full Chartered Membership)	£32,234	(Bottom of I)

**Tuition/Exam/Exemption:** Students are expected to take a minimum of 2 papers per sitting. Students with exemptions are expected to attend all lessons on the exempt subject and may still take the examinations

### **Major Duties and Responsibilities**

- The trainee will initially be placed in any division within Resources and Digital Group and will move between these areas during their period of study.
- Progression through the grades will be dependent upon the post holder being competent in undertaking duties to a higher level of complexity and a lesser degree of direction. This will be demonstrated through performance at work, professional conduct and through success in their professional examinations.
- Staff on Grade G will be able demonstrate the ability to perform their duties under direction from managers in accordance with professional standards and procedures and to provide general advice to clients and/or Service Managers.
- Progression to Grade H will be dependent upon the trainee demonstrating their ability to perform their duties and to provide specific advice to clients and/or Service Managers with a lesser degree of direction from managers. The trainee will also be able to investigate proactively variances from normal or expected outcomes that arise in their work and apply their knowledge to suggest solutions to problems.
- Progression to Grade I will be dependent upon the trainee becoming competent in a wide range of duties and being able to plan their own work. They will be able to provide advice to Service Managers, dealing with conflicting objectives if necessary, and develop services on their own initiative. They will use their knowledge to identify solutions to problems that arise in their work. They will also be able to supervise junior staff as well as develop and maintain good working relationships with other staff in Finance and elsewhere to promote a harmonious working environment. They will be expected to develop and maintain a knowledge of local government and local government finance, changes in legislation, national and local trends as well as a working knowledge of key Council strategies, policies and procedures.

### **Trainee Accountant Key Roles / Knowledge and Qualifications**

- See job profile