

Job specification



Job title: Trainee Accountant
Service: Finance
Grade: G6
Reporting to: Strategic Finance Manager

Your job

Wigan council is looking for a talented and motivated individual to train to become a CIPFA qualified accountant. This will include invaluable work experience across a wide range of financial services.

You do not need past finance work experience just a passion for it and a willingness to learn. Successful applicants will benefit from a four-year programme offering excellent personal and professional development, including a structured induction programme, development of leadership and management skills, as well as full support to undertake the CIPFA qualification.

In return for all these benefits including varied and exciting work areas, you will be expected to demonstrate your commitment to a career in local government and to successfully complete the CIPFA qualification in a timely manner.

[Professional Accountancy Qualification \(cipfa.org\)](http://cipfa.org)

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Calculate and prepare annual budget figures
- Undertake regular budget monitoring and variance analysis
- Assist with the preparation of final accounts
- Process orders and paying invoices
- Update the relevant financial systems
- Provide accurate and meaningful financial information and internal control advice to management
- Undertake specific projects and reviews for different council services
- Undertake risk based audit reviews, producing formal written reports which are objective, constructive, clear and concise
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements: -

- Effective verbal and written communication skills
- The ability to plan, organise and prioritise your own workload
- The ability to work unsupervised
- Able to build positive working relationships and deal sensitively with council officers and members of the public
- A high level of IT skills – Microsoft Excel and Word
- To be able to travel around the borough to various sites if required
- To be an existing or prospective graduate or qualified at AAT level 4

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough