



Trainee CIPFA Accountant - fixed term opportunity for up to 3 years to undertake and successfully complete necessary training/qualification relevant to the role.
(with **potential** conversion to permanent contract upon passing the Final Strategic Level (CIPFA Diploma in Public Financial Management, Reporting & Business Change))

Salary:

On Appointment: Band 6 (£27,363 - £31,067 p.a.)

On Passing Certificate Level (Stage1): Band 7 (£31,067 - £35,235 p.a.)

On Passing Diploma Level (Stages 2 & 3): Band 8 (£35,235 - £37,937 p.a.)

On Passing Final Strategic Level (Stage 4): Band 9 (£37,937 - £41,510 p.a.)

After 2 Years PQE: Band 10 (£41,510 - £45,718 p.a.)

A comprehensive training package is available including paid study courses and study leave

37 hours per week

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and if they reflect how you are and how you work then this could be the role that meets your expectations.

What is the role?

This is a structured training post to become a qualified accountant of the Chartered Institute of Public Finance & Accountancy (CIPFA). Dependant upon examination exemptions you are eligible to apply for, training is expected to take between 2½ and 3 years.

You will work within finance teams providing the full range of specialist advice and technical support to services within the organisation commensurate with the stage you are at within your formal training programme. The programme will culminate with the "Final Test of Professional Competence" in order to qualify for membership of CIPFA and to practice as an accountant at Portsmouth City Council.

You will contribute to the full range of accountancy, finance and audit work within the City Council and will undertake work placements within devolved and central finance teams and Internal Audit whilst undertaking formal training to achieve membership of CIPFA.

The Council recognises that accountancy training is challenging. Successful completion of the CIPFA examinations requires significant personal effort on your behalf. Accordingly, it is appropriate for the Council to provide significant support by way of time off to study and prepare for examinations, but equally it is expected that trainees will invest a significant amount of their own time to study. As you progress through your training the Council will seek to broaden and deepen work experience so by the time the Strategic Level is reached you can demonstrate that you are a competent accountant and potential manager.

Training will be in form of academic study (at a London college/online) and a formalised programme of in-house training and work experience.

This post will report to the Deputy Director of Finance.

Who is the person?

You need to:

1. Have a degree or full membership of the Association of Accounting Technicians or be CCAB part qualified. Also have Mathematics and English GCSE's at grade C or equivalent
2. Have a willingness to learn and the determination to succeed both academically and professionally
3. Be computer literate - have a good standard of Excel spreadsheet skills and be proficient in the use of Word and Outlook.
4. Have good organisational skills and be able to prioritise work & concentrate time on the most important matters to meet competing deadlines.
5. Be analytical
6. Be confident and an effective communicator both verbally and written
7. Have a positive attitude

Additional information:

How to apply: Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the Job Profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.