

Job Description

Directorate:	Resources Directorate		
Service:	Financial Management (Operational)		
Location:	Preston		
Salary range:	£31,067 - £35,235	Grade:	7
Reports to:	Head of Service – Financial Management (Operational)	Staff responsible for:	N/A

Job purpose and scope

The Finance Service aims to deliver efficient and effective financial services, which support the delivery of a sustainable financial position for the county council. We work hard to provide good value for money services in a friendly collaborative environment where people feel valued, suggest innovative solutions and continuous improvements, whilst developing both personally and professionally for the good of the organisation.

The postholder of this role will undertake a variety of placements within the service to support service delivery and contribute towards strategic projects.

Performance Indicators

- Completion of CIPFA qualification
- Completion of portfolio demonstrating experience and skills gained

Accountabilities/Responsibilities

The Finance Graduate Trainee will undertake a programme of professional study over four years leading to the CIPFA professional accountancy qualification. Formal study at a CIPFA training centre or online will be supported by a programme of work placements, generally of 6 months duration, to any of the various teams within the Finance Service where the Trainee will undertake a variety of tasks supporting the work of the team as appropriate.

The Finance Service carries out the full range of financial services including revenue and capital budget monitoring, insurance and risk management, procurement, treasury management, accounts payable and receivable and cashiers and other corporate finance services. The post-holder's specific duties cannot therefore be closely defined. An indicative training programme is given, though this is not intended to be definitive.

The post-holder will be expected to demonstrate and work towards Lancashire County Council's priorities by thinking differently to deliver high-quality public services in an efficient way, whilst embracing digital innovation to become more accessible and effective.

Other Responsibilities

- Carry out the duties and responsibilities agreed with the line manager to the standards and timescales expected.
- Network with Senior Staff and experience colleagues to facilitate personal development and establish strong working relationships across the council.

- Maintain an awareness of key developments and changes in national and local government.
- Support with the recruitment, training, and mentoring of graduates in later intake and less experienced members of the team.
- Develop IT skills to offer digital solutions and promote new ways of working.
- Support senior manager to deliver strategic projects and organisational change utilising limited resources effectively.
- Contribute towards service priorities to deliver the council plan.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- 2:2 degree or equivalent in any discipline
- 2:1 degree in a finance related discipline*
- GCSE English grade A-C (or equivalent)

Experience

- Work experience involving responsibility for financial matters*

Essential knowledge, skills & abilities

- Effective interpersonal skills including team-working and communication
- Leadership potential
- Commitment to a career in public sector finance
- Academic potential, including numerical and analytical skills
- Competent computer literacy, including Word and excel software
- The ability to explain technical issues to non-technical users
- The ability to work with complex datasets effectively to produce actionable recommendations*

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.