



## Job Summary Overview

|                            |  |
|----------------------------|--|
| Job title                  | CIPFA Trainee L7 Apprentice                |
| Career family              | Operational Enablers                       |
| Professional pathway       | Finance, Commercial and Pensions           |
| Career family level        | Apprentice Level 7 Qualification (7d)      |
| Grade                      | G8 - G10                                   |
| Reports to                 | Strategic Financing and Investment Manager |
| Financial responsibility   | None                                       |
| Supervisory responsibility | None                                       |
| Reference number           |  |

### Job Summary

To undertake and complete the Level 7 Accountancy Professional Apprenticeship leading to membership of the Chartered Institute of Public Finance and Accountancy (CIPFA). Depending on prior qualifications it may be possible to apply for exemptions from some of the exams. Detail can be found on the CIPFA website.

You will gain a wide range of interesting work experience in finance to help you build skills, understand, and explore the variety of roles, and build experience which supplements and puts in to practice your learning, through a series of planned placements.

To provide assistance and support to the line manager of each placement to help them achieve their objectives and that of the team. Undertaking tasks and projects that increase practical, technical and professional knowledge in the placements. The post holder should add value to the team by carrying out these duties effectively and accurately.

Duties will vary according to which placement is occupied. Work required will take into account the stage of training/experience attained. It may involve working in some, any or all of the following placements, depending on the prevailing needs of the finance service:-

**Corporate Finance** - Providing support to the Planning and Reporting Manager and Strategic Financing and Investment Manager and other staff in the team. Assisting in strategic and operational financial planning, preparing financial monitoring reports for Cabinet and Performance Scrutiny Committee, closing accounts and completing government returns.

**Business Partnering** – Providing support to the Finance Analyst Service Manager and other staff in the team. Undertaking assignments involving service level financial planning, monitoring and financial management information. Helping to provide support, advice and challenge to service



managers in relation to the budget, monitoring and final accounts processes. Other financial work such as support to projects, business cases, and supporting financial management.

**Finance Operations and Improvement** - Providing support to Managers across Finance Operations and Improvement assisting with activities improving financial performance, process and systems across the council, including: financial systems accounting; the finance helpdesk; finance support for self-service users; Purchase to Pay; and Order to Cash.

**Other** - Trainees may have the opportunity to work in other areas of finance from time to time – these could include:

- Taxation, governance and technical issues;
- Capital and medium term financial planning;
- Treasury management and pensions investment;
- Internal audit; or other services

Trainees will learn how to carry out the following activities:

- Provide a degree of assurance that stakeholders can trust information (financial and non-financial) regarding the organisation, as relevant to their role. In doing so, they will be able to exercise professional judgement and consider both risks and risk management approaches.
- Prepare, analyse and interpret an organisation's financial information (both for internal and external purposes), as relevant to their role.
- Demonstrate knowledge of key business objectives and measurements of success
- Understand, interpret and apply the legislation, standards and principles that apply to their role. This may include, but not be limited to, accounting standards, auditing standards, taxation legislation, ethical codes and internal principles adopted by an organisation.
- Apply their judgement and make sustainable business decisions (including recommendations for good governance) using financial and non-financial information. Support strategic decision making with meaningful financial analysis and project appraisal. Present a balanced conclusion, with supporting evidence, which includes internal and external factors.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

| Specific requirements   | Essential<br>Mark with ✓ | Desirable<br>Mark with ✓ |
|---|--------------------------|--------------------------|
| Must meet the eligibility criteria set by CIPFA and government funding requirements to enable study of the apprenticeship, including any age, residency and qualification requirements.                         | ✓                        |                          |
| Either:<br>Achieved or expected to achieve an undergraduate degree in any subject (2:2 or higher)<br>Or<br>Association of Accounting Technicians (AAT) Level 4 Diploma in Professional Accounting qualification | ✓                        |                          |
| Plus:<br>3 A' Levels at grades A* - C   |                          |                          |



|  |   |   |
|--|---|---|
| 5 x GCSE's grade C or grade 4 and above or equivalent Mathematics and English Language should be included in the GCSE or A level qualifications to the above standards.  |   |   |
| High level of numeracy, understanding mathematical concepts of up to GCSE standard (or equivalent) or above. An ability to perform calculations accurately and at speed.   | ✓ |   |
| Produce clear written work (required for both study and at work such as when producing reports). Able to produce written work that is clear, concise, and grammatically correct. Able to adapt style according to audience / material. | ✓ |   |
| Ability to use spreadsheet and word-processing packages. Able to critically evaluate and cross check the results.  | ✓ |   |
| Ability to learn and understand new information quickly.   | ✓ |   |
| Logical and determined approach to problem solving – includes having the confidence to identify problems and raise questions where necessary.  | ✓ |   |
| Ability to work off your own initiative or effectively as part of a team and to contribute to team meetings or work groups.  | ✓ |   |
| Able to organise own time – managing the competing demands of the training process and different projects at work  | ✓ |   |
| Able to start and maintain good working relationships with members of staff at all levels of the organisation and with councillors and members of the public.  | ✓ |   |
| Commitment to ongoing self-development and training including ability and willingness to commit to the completion of the Accountancy Professional Apprenticeship Standard L7   | ✓ |   |
| Experience of working in a business/finance environment.   |   | ✓ |
| Experience of working in the local government/public sector.   |   | ✓ |
| Able to use a financial package (such as SAP).   |   | ✓ |
| Experience working with large complex data sets.   |   | ✓ |

## Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy  
[Agile working policy and summary | Oxfordshire County Council Intranet](#)
- Able to travel across the county and work from various office locations within the county.

## Health and Safety at Work [Completed by service lead]

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

|                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | Provision of personal care on a regular basis  | <input type="checkbox"/>            | Driving HGV or LGV for work  |
| <input type="checkbox"/>            | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/>            | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| <input type="checkbox"/>            | Working at height/ using ladders on a regular/ repetitive basis  | <input checked="" type="checkbox"/> | Restricted postural change – prolonged sitting   |
| <input type="checkbox"/>            | Lone working on a regular basis  | <input type="checkbox"/>            | Restricted postural change – prolonged standing  |
| <input type="checkbox"/>            | Night work   | <input type="checkbox"/>            | Regular/repetitive bending/ squatting/ kneeling/crouching  |
| <input type="checkbox"/>            | Rotating shift work  | <input type="checkbox"/>            | Manual cleaning/ domestic duties   |
| <input type="checkbox"/>            | Working on/ or near a road   | <input type="checkbox"/>            | Regular work outdoors  |
| <input checked="" type="checkbox"/> | Significant use of computers (display screen equipment)  | <input type="checkbox"/>            | Work with vulnerable children or vulnerable adults   |
| <input type="checkbox"/>            | Undertaking repetitive tasks   | <input type="checkbox"/>            | Working with challenging behaviours  |
| <input type="checkbox"/>            | Continual telephone use (call centres)   | <input type="checkbox"/>            | Regular work with skin irritants/ allergens  |
| <input type="checkbox"/>            | Work requiring hearing protection (exposure to noise above action levels)  | <input type="checkbox"/>            | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| <input type="checkbox"/>            | Work requiring respirators or masks  | <input type="checkbox"/>            | Work with vibrating tools/ machinery   |
| <input type="checkbox"/>            | Work involving food handling   | <input type="checkbox"/>            | Work with waste, refuse  |
| <input type="checkbox"/>            | Potential exposure to blood or bodily fluids   | <input type="checkbox"/>            | Face-to-face contact with members of the public  |
| <input type="checkbox"/>            | Other (please specify):  |                                     |  |