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| Job Title: | Graduate Finance Trainee |
| Function: | Finance & Technology |
| Job Field: | Finance |

Job Purpose

The Graduate Finance Trainee will undertake a comprehensive programme of training and development through planned placements throughout Essex County Council in order to gain a broad base of financial experience. The role will require successful study for a Professional Accountancy Qualification.

The role will be expected to contribute to all aspects of financial management to ensure high quality information is provided to stakeholders and work effectively to meet customer requirements by ensuring information is delivered efficiently within agreed timeframes.

The role will provide high quality advice, information, analysis and interpretation to finance colleagues to underpin effective decision making and meet financial governance requirements across ECC, and will contribute to the delivery of a high performing, customer focused Finance service.

Service/Functional Accountabilities

Build a strong understanding of all financial management and reporting systems and processes, ensuring clarity on financial systems and processes to maximise efficiency ensuring proper reconciliation and control procedures are in place.

Responsible for undertaking analysis of financial and performance data and providing financial advice in order to support effective decision making and meet financial governance requirements across ECC.

Responsible for the delivery of accurate financial estimates, forecasts and plans to ensure all identified risks are quantified and appropriately recorded.

Support the timely delivery and preparation of information for business case submissions from a financial perspective, quality assuring the information provided, to ensure that customer requirements are met.

Responsible for the delivery of timely information in order to support the annual accounts closure programme in accordance with the agreed timetable.

Building strong working relationships with finance colleagues and relevant stakeholders across ECC to contribute to the delivery of a high performing customer focused finance service.

Specific individual and shared targets and objectives will be defined annually within the performance management framework.

Skills, Knowledge and Experience

Educated to a minimum 2:1 degree in any discipline or equivalent qualification.

Working knowledge and understanding of Microsoft office packages.

Ability to communicate effectively with people at all levels.

Basic financial understanding to enable effective contributions to proposals and decisions to be made.

Ability to work co-operatively with others to successfully achieve tasks and deliver results.

Willing to assist in developing solutions to tackle problems and achieve outcomes.

Ability to review own performance and progression to learn from successes and setbacks.
