



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Sustainability and Resources
Post Title	Trainee Accountant Apprentice
Post Number	
Accountable to	Group Accountant
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	April 2025

Job Description - Principal purpose of job (role summary)

As a Trainee Accountant, reporting to the Group Accountant within the Accounting section, you will work as part of the wider finance function, supporting financial operations. Working alongside accountants of all levels, your responsibilities will include accurately inputting financial information into the finance management system (Technology One), creating and maintaining Excel spreadsheets, and contributing to forecasting, budgeting, and reporting processes.

You will also assist the Treasury Management team with day-to-day tasks as required, support the Senior Accountant in the production of regular financial monitoring reports, assist in the preparation of final accounts calculations and accounting notes, reconcile assigned control accounts, produce information as specified in Freedom of Information requests, and assist with team administration.

The role offers exposure to various teams within the finance function to broaden your understanding of local government finance. A commitment to professional development is essential, with the expectation to undertake a fully funded CIPFA apprenticeship to become a qualified local government accountant, with career progression linked to exam success.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: <ul style="list-style-type: none"> • We listen • We say what we think & do what we say • We are inclusive & kind • We are ambitious • We think & act beyond ourselves and our service • We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Financial Systems:

Input: Accurately input financial data into the Financial Management System, maintaining up-to-date records and acting as an internal control.

Monitor: Assist in monitoring feeder systems to Finance Systems, ensuring reconciliation with other systems (e.g., housing benefits, suspense accounts).
Invoice Processing: Input purchase orders and process invoices for payment, ensuring compliance with Council policies.
Budgeting and Reporting: Assist: Contribute to the preparation of annual budgets and the production of final accounts at year-end, providing variance analysis. Support: Assist the Senior Accountant in the production of regular financial monitoring reports for use by members and other departments. Prepare: Compile and calculate data relevant to reporting to Joint Council Committees.
Assisting across the finance function: As part of ongoing development, to assist at an appropriate level of work any other part of the finance function as required.
Reconciliations: With guidance from colleagues perform reconciliations of assigned accounts, ensuring that all control and suspense accounts are cleared as required.
Professional Training: Commitment to professional studies is essential and will be continually demonstrated through attendance at college or external training sessions. Success in examinations is a key expectation for this role.
Financial Support to Service Managers: Assist the Principal Accountant by providing financial information to Service Managers, increasing awareness of financial management.
Budget Monitoring and Reporting: Use monthly budget monitoring statements to identify variances, propose corrective actions, and update spending and income projections.
Estimates and Year-End Accounts: Assist in the preparation of annual budgets and the production of final accounts at year-end, providing variance analysis to senior managers.
Advanced Reconciliation: Take responsibility for regularly reconciling all control accounts assigned, including stocks and bank reconciliations, and resolving discrepancies through investigative work.
Documentation and Procedures: Update procedure notes for your responsibilities and ensure claims, tax returns, and other reports are completed within agreed deadlines or that appropriate assistance is sourced where there are issues
General Responsibilities (all gradings)
Ad Hoc Projects: Undertake additional project work related to corporate financial issues, as assigned by the Principal Accountant.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice, operational needs or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder

will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications	<p>GCSE or equivalent in English and Mathematics.</p> <p>Degree 2:2 or above OR AAT level 3</p> <p>Willing and suitable to undertake the CIPFA apprenticeship programme.</p>	Essential plus: AAT level 4
Knowledge	Highly numerate.	Basic understanding of accounting principles. Basic understanding of local

		government.
Experience	administrative experience	Previous roles in an accounting function.
Communication	Ability to communicate effectively both verbally and in writing.	Ability to converse about complex technical issues and active listening skills.
Relationship Building	Ability to build strong and lasting relationships with internal colleagues.	Ability to work well as a team member.
Analytical	Basic understanding of using microsoft office or google workspace software.	Basic understanding of using excel to interrogate data.
Planning/ Organising	Highly organised, ability to meet deadlines	Ability to prioritise and independently manage workload.
Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	