

Job Description

Job Title:	Trainee Accountant – Major Programmes
Directorate/Team:	Finance – Corporate Services
Location:	16 Summer Lane or other site/location
Responsible to:	Capital Accountant – Major Programmes
Responsible for:	N/a
Key working relationships: (internal)	Programme Officers, Programme Assurance and Appraisal, Legal & Governance Services, Project Accountants, Financial Accounting team,
Key working relationships: (external)	Local Authority Accountants

Purpose of the Post

The role will be responsible for delivering a professional assistant accounting service across a portfolio of WMCA Major Programmes totaling in excess of £3bn, maintaining accurate and efficient records of financial resources which is aligned with WMCA financial regulations and best practice.

The post will engage with colleagues within the Finance team to achieve the team vision, as well as senior officers from across multiple disciplines within WMCA.

Accountabilities

- Assist with the accurate submission of Major Programme revenue budgets, ensuring they are fully supported by sound assumptions and reviewed regularly in line with the forecasting cycle.
- Assist in ensuring Major Programme capital budgets are accurately recorded in the financial system.
- Manage the effective and efficient operation of the Major Programme grant claim process ensuring WMCA adhere to the established deadlines and reimbursement to stakeholders are progressed in a prompt manner.
- Assist with year-end statutory audit requests as required.

Responsibilities

Strategic

- Supporting continuous improvement and change management initiatives.
- Work flexibly and with integrity to meet the needs of the WMCA and the Finance function.
- Commitment to professional development and continuous improvement.

People

- Participating in Individual Performance Management.
- Provide support to other departments of the organisation such as the Strategic Hub, Investment Directorate and Legal department as required.
- Become a trusted point of contact for routine information requests concerning Major Programmes.

Operational

- Using effective challenge, work with Local Authorities to ensure the standard of financial information received by WMCA is adequate and robust enough to allow WMCA to undertake its duties in respect of facilitating the delivery of the Major Programmes. Review and critically assess project spend and forecasts provided by Local Authority partners.
- Understand and summarise the underlying causes of the financial results observed.

- Assist in improvement and increased automation to transactional processes so that value-added activity is increased. - Work with financial modelling resource to provide input data for Major Programme financial models.
Financial
- Prepare workings and journals for routine aspects of month end and annual financial reporting requirements in a timely manner across WMCA Major Programmes. - Assist in the provision of accurate cash-flow forecasts for expenditure across WMCA Major Programmes, ensuring treasury colleagues are sighted on large payments and receipts for the purposes of corporate cash flow management. - Ensure that all external reimbursements of Major Programme funding are supported by accurate workings, robust check and appropriate supporting evidence. - Review and critically assess project spend and forecasts provided by Local Authority partners.
Other
- Represent the WMCA in a professional manner. - Undertake such ad hoc tasks for the Major Programme team as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Management accounting – Some experience of working in a finance accountant team applying a sound knowledge of basic grasp of double-entry accounting to accurately recognize income and expenditure.		X	X	X	
Financial planning – Experience undertaking basic arithmetic calculations to derive robust forecasts and budgets.		X	X	X	
Supporting multi-disciplinary teams – Experience working within a team and applying clear communication and prioritization.		X	X	X	
Skills / Knowledge	E	D	A*	I*	T*
Strong numeracy skills – aptitude for basic arithmetic operations and the ability to utilise MS Excel functionality to automate calculations.	X		X	X	X
Stakeholder management - Comfortable communicating verbally with internal/external staff in a professional and conscientious manner. - Confidence to ask questions and contribute within meetings (physical and virtual). - Clear and concise written communication. - Alert to issues of confidentiality.	X		X	X	X
Intermediate MS Excel – Proficient manipulation of medium-sized workbooks including: - Applying conditional formatting - Pivot tables - Basic charts - Intermediate formulae (e.g. SUMIFS, IF/AND, Lookups, named ranges, Goal Seek) - Workbook protection. Ambition to become an advanced Excel user (named ranges, macro/VBA) desirable.		X	X	X	
Microsoft Office Suite - intermediate, including:	X		X	X	

- MS Outlook – intermediate user comfortable managing shared mailboxes, contact groups, applying rules for efficiency. - MS Teams – ability to use basic video call (share screen, record, etc) and messaging functionality. - MS PowerPoint – Ability to produce well formatted simple presentations (appropriate layout, embedded objects). MS Word – Ability to professionally edit documents (paragraph formatting, headers/footers, cross-references, use of editor).					
Management accounting Basic grasp of double-entry accounting, the accruals concepts and understanding of key components of financial statements (Income & Expenditure and Balance Sheet).		X	X	X	
Attitude and Behaviours - Approachable, good communication and relationship-building abilities. - Proactive, hardworking and resilient - Ability to prioritise and work to deadlines - Committed to career progression and becoming a qualified accountant. - Enjoys working closely in a small team and frequent interaction across multiple disciplines - Resilient and desire to learn and improve	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
Either educated to degree level/equivalent (any discipline, Class 2:1), or full AAT membership (completion of AAT Level 4 – Professional Diploma in Accounting)	X		X		
Three GCSEs (grades A-C or grades 4+), two A Levels (grades A-C), including Maths and English at either level (or accepted equivalent).	X		X		
Commitment to becoming a fully qualified accountant (achieving membership of CCAB body) via funded apprenticeship	X		X	X	

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	‘One Organisation’ Mindset	Believe in each other’s expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Yes ☐	No ☒	Basic ☐	Standard ☒	Enhanced ☐	None ☐	Yes ☐	No ☒

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family
	-	SP23-SP27	