

CAREER GRADE

Department: Corporate Services

Service: Finance

Post Title: Assistant Accountant (Trainee)

Post Number: A00142

Career Grade as seen in Conditions of Service

This post is a Career Grade opportunity, supporting the post holder through a traineeship within the Accountancy Team into the role of Assistant Accountant.

CAREER GRADED: Grade F to Grade H. Progression through the grade is as follows:

Grade	Education and Experience Progression	Duty and Responsibility Progression
F	Experience of working in a team or office environment; and Possession of an SVQF Level 6 or equivalent in a relevant subject.	At this level of the career grade the postholder will: <ul style="list-style-type: none">• be expected to complete tasks as set out in the Finance Assistant job profile and specification; and• be expected to prioritise and complete tasks as instructed by other members of the Accountancy team; and• learn and work with some aspects of the Assistant Accountant role. This will generally be achieved by initially assisting the Accountancy team in all of the required activities with ready access for support to a more experienced team member.
G	Working towards HNC/SVQ3 or equivalent qualification in a relevant discipline.	To progress to this level of the career grade, the postholder shall demonstrate that he/she has met all the competencies of the Finance Assistant job profile and has increased confidence and competency while being supervised in all key areas of the job responsibilities and be able to work with reduced input from the Senior Assistant Accountants. Examples include: <ul style="list-style-type: none">• Provide assistance with the preparation of the annual budget estimates;

		<ul style="list-style-type: none"> • Prepare information required for the production of the final accounts; • Collate financial information required for returns and reports and projects; and • Monitor revenue and capital budgets.
H	<p>At least one year's experience in an Accountancy/Financial role within a Local Government Finance Department; and</p> <p>Possession of an HNC/SVQ3 or equivalent qualification in a relevant discipline eg accountancy or business studies.</p>	<p>To progress to this level of the Career Grade, the postholder will demonstrate complete confidence and competency in all key areas of the Job Profile of Assistant Accountant.</p>

If performance is not satisfactory, then subject to the right of appeal, the award of an increment may be withheld.

Allowances: Distant Islands Allowance
 Evaluated Grade: F-H
 Date of Evaluation: 21/01/2010
 PVG Membership: -
 Disclosure Check: Standard Disclosure
 Date of Last Amendment: 01/02/2021