



## **DEVELOPMENT SCHEMES**

### **FINANCE TRAINEE**

#### **AA1 OR AA2**

### **JOB DESCRIPTION**

#### **JOB SUMMARY:**

The Finance Programme recruits candidates with ambition, enthusiasm and desire for a challenge.

The Programme consists of a series of placements in different areas of the States, each lasting between 6 months and 1 year. Trainees will be exposed to the breadth of issues facing the Finance teams both in the revenue funded Departments and the commercially focused Trading Entities. The Programme offers learning and development opportunities as well as seeking to support students through their CIMA (or equivalent) accounting qualifications.

#### **RELATIONSHIPS:**

The Finance Trainee Scheme is part of the wider Finance community, and as such, our Trainees have a close working relationship with staff in the Finance function. A qualified finance professional mentor will also be provided for the duration of the CIMA course.

The Scheme is part of the States of Guernsey's Development Schemes, so the post holder will also have close links with other members of the Trainee Executive, Graduate Officer and Internship Schemes.

#### **MAIN DUTIES & RESPONSIBILITIES:**

1. To develop familiarity with the financial operations of the States of Guernsey and the wider context through a variety of placements, projects and roles.

2. To undertake general financial tasks in particular, working on monthly management reporting, annual budget setting, annual accounts, regular budget monitoring and forecasting.
3. To undertake finance project tasks including but not solely requiring financial reconciliations and spreadsheet calculations in order to make recommendations on a variety of issues related to the placement.
4. To provide support and cover for specific Finance posts as and when necessary.
5. It should be noted that there is a requirement to participate in 'role playing' for the in-house Recruitment and Selection Course as well as participation in various careers and school fairs during your time on the scheme. Trainees are also asked to manage some of the States' Social media activities and these undertakings and others will be at the request of the Learning & Development Team but will not be at the detriment of your day-to-day role or your studies.

## **KEY CRITERIA:**

### **Essential**

1. As a minimum 3 A levels graded A-C or a BTEC National Diploma with Distinction, as well as a GCSE pass in English and a GCSE Grade B or above in Mathematics;
2. A natural propensity for numbers and figures including a good ability with spreadsheets;
3. Good written communication skills with the ability to produce reports and correspondence of a high standard;
4. Good verbal communication skills, with the potential to interact effectively with politicians, staff and members of the public at all levels;
5. Ability to form opinions, analyse information and exercise sound judgement in decision-making and problem solving;
6. Self-motivated and well organised with the ability to work under pressure and meet strict deadlines;
7. A basic understanding of leadership with the ability to contribute positively in team situations and the potential to take a leading role when necessary;

8. A good understanding of IT with the ability to use Microsoft Office products (particularly Excel) and the ability to learn how to use the integrated corporate software system (i.e. SAP);
9. Willingness to undertake the Chartered Institute of Management Accountants (CIMA) qualification;

**Desirable:**

10. A pro-active approach to life as may be evidenced by public service, work in the community, assistance to voluntary services or the like;
11. Working knowledge of SAP;

**Behaviours**

Every States employee needs to model: Leadership; Teamwork and Accountability.

**Teamwork Overview**

1. Leading and Communicating – At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm.
2. Collaborating and Partnering – People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the States to help get business done.
3. Building Capability for All – Effectiveness in this area is having a strong focus on continuing learning for oneself, others and the organisation.

**Accountability Overview**

1. Achieving Commercial Outcomes – Being effective in this area is about maintaining an economic, long-term focus in all activities.
2. Delivering Value for Money – Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services.

3. Managing a Quality Service – Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements.
4. Delivering at Pace – Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility for quality outcomes.

### **Leadership Overview**

1. Seeing the Big Picture – Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports organisational objectives and the wider public needs.
2. Changing and Improving – People who are effective in this area are responsive, innovative and seek out opportunities to create effective change.
3. Making Effective Decisions – Effectiveness in this area is about being objective; using sound judgement, evidence and knowledge to provide accurate, expert and professional advice.

*Please Note: Confirmation of employment in this role is also dependent upon the following additional requirements:-*

- A Satisfactory Basic Police Check, obtained at the candidates own expense, convictions likely to be considered relevant to this post include crimes involving Theft, Violence, Dishonesty and Fraud.