**Job Profile**

**Finance Graduate Trainee**

**Level 2, Zone 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

This is a graduate trainee role aimed at developing Camden’s finance leaders of the future. The purpose of the role is to experience and contribute to key functions of Camden’s Finance Function by rotating around core finance services. The role requires study towards the Chartered Institute of Public Finance and Accountancy (CIPFA) qualification in a structured and supported training programme. The purpose of the role is also to offer challenge, innovation and fresh thinking to business process and other approaches to outcomes in Finance.

**Example outcomes or objectives that this role will deliver:**

* Gain a unique insight and understanding to finance in the public sector.
* Work towards and gain CIPFA qualification.
* Rotate around the finance disciplines including but not limited to Treasury, Purchase to Pay, Control, General Fund Strategy, Capital, Specialist Finance Advice and Change, actively participating and leading on pieces of work with a critical eye.
* Where appropriate provide challenge, innovation and contribute to process improvement and other approaches to outcomes in Finance
* Actively participate in the finance function, contribute to team outcomes and where required lead on projects
* Work with finance teams, officers across the organisation and at all levels to support business objectives and processes.

**People Management Responsibilities:**

This post has no formal people management responsibilities.

**Relationships**

Relationships are internal. The post holder will work with various levels of officers across finance and within the organisation up to Chief Officer level.

**Structure:**

This post has a permanent Career Home manager based in the Finance Function and a work manager who is responsible for the day to day management within each rotation.

**Work Environment:**

The post is based at 5 Pancras Square but will also be required to work at other sites, in particular the Crowndale Centre. The post-holder will also need to spend time at other council offices across the borough in the course of their work. There may be potential to work from home.

The post-holder will be required to work in an ‘agile’ way in line with Camden’s paperless and flexible work environment

**Technical Knowledge and Experience:**

* Minimum of 2:2 degree in any subject
* Grade C or above in GCSE Maths and English
* Computer literate/Digitally savvy
* Strong numerical reasoning
* Strong written, oral and presentation skills.
* Sound communication and influencing skills.
* You will also need to demonstrate problem solving, team working, planning and organisation and awareness of issues facing Local Government.

**The Camden Way: Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>