

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Trainee Financial Accountant – Graduate Placement
Reporting to	Capital and Resource Planning Manager
Direct Reports	None
Grade	C
Location	Inverness

Position overview

Highlands and Islands Enterprise (HIE) is the Scottish Government's economic and community development agency for a diverse region which covers more than half of Scotland. HIE aspires to generate sustainable economic growth in every part of the Highlands and Islands through supporting innovation, investment, internationalisation and inclusive growth.

HIE is recruiting for a Trainee Financial Accountant to support the existing work within our Finance and Corporate Services Directorate.

In this graduate post within the Financial Services team you will be expected to train and undertake distance learning for a professional financial qualification from an accredited body such as CIMA, ACCA or CIPFA. Assistance and support will be provided in line with HIE's further education policy. As part of your training you will spend time working within the Management Accounting team and the Internal Audit team.

On successful completion of the 12-month trial period as part of HIE's graduate programme for 2019/20, and evidenced progression towards the relevant industry qualifications, you will be offered a permanent position within the organisation.

You will assist with the preparation of the annual accounts, submission of financial returns to the Scottish Government and analysis of capital expenditure.

You will be required to provide support to the Capital and Resources Planning Manager, preparing monthly forecasts of internal capital expenditure, capital grant expenditure, calculation and processing of depreciation, asset disposals and analysis of asset additions.

For projects with significant HIE capital expenditure you will liaise with the responsible project officer or management accounting teams to ensure that accurate forecasting information is provided.

You will provide accounting support function to the HIE/OIC joint venture Orkney Research and Innovation Campus and HIE subsidiary Wave Energy Scotland.

Additionally, you will also be responsible for preparation of schedules used for the Corporation Tax calculation and monthly monitoring return to Scottish Government.

A key part of this role will be to bring fresh thinking to HIE's work in this field, and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities

1. Review and analyse capital expenditure and capital disposals on a monthly basis to ensure transactions deemed capital are in line with the Consolidated Budget guidance
2. Process monthly depreciation and other financial accounting adjustments to Capital
3. Provide accounting support to HIE's Joint Venture Orkney Research and Innovation Campus (ORIC) and HIE subsidiary Wave Energy Scotland
4. Work with other team members towards the preparation of Annual Accounts within timetable, ensuring that schedules are accurate and consistent
5. Assist with the preparation of the HIE Corporation Tax return
6. Work with project teams of project officers who manage Capital projects with significant spend to ensure that clarity is gained on issues relating to financial commitment and spend forecasts
7. Active participation in activities relating to HIE's graduate programme
8. Ensure appropriate compliance with all aspects of HIE governance, including risk management and HIE audit and compliance requirements
9. Promote a climate of accountability, openness, collaboration and innovation
10. Ensure optimum use of internal management systems
11. Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including: contributory staff pension arrangements which includes life assurance, generous annual leave entitlement, employee assistance programme and a variety of flexible benefits, e.g. cycle to work scheme, gym subsidy and other staff discounts.

Our commitment to equality and diversity

We are committed to recruiting, promoting and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age or marital status.

HIE employs staff in offices across the Highlands and Islands and other locations in Scotland, encourages flexible working and seeks to employ people with different ideas, styles and skill sets, each able to contribute in complementary ways. This diversity engenders a richer, more creative environment – one in which our people develop and clients are served better.

This diversity and the sharing of knowledge, skills and experience make us a stronger organisation. These are qualities we value and continue to enhance.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ A degree in accountancy or a finance related discipline 	
Work experience	<ul style="list-style-type: none"> ▪ Understanding or experience of working in an office environment ▪ Experience of working as part of a team but also ability to work on own initiative ▪ Understanding or experience of working in an environment with high standards of governance and accountability ▪ Knowledge of HIE's role as a public-sector organisation 	<ul style="list-style-type: none"> ▪ Knowledge or experience in an accounting environment ▪ Experience of preparing financial accounts
Skills and abilities	<ul style="list-style-type: none"> ▪ Excellent interpersonal and communication skills ▪ Good at problem solving and finding solutions ▪ High level accuracy and attention to detail ▪ Ability to apply knowledge and skills in a business environment ▪ A high standard of IT literacy, including Microsoft Office suite, e.g. Outlook, Excel, Word ▪ A keen interest in professional development and obtaining industry related qualifications 	<ul style="list-style-type: none"> ▪ Gaelic language skills (speaking, reading or writing)
Job circumstances		<ul style="list-style-type: none"> ▪ A full, current driving licence and access to a vehicle

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.