Orkney Ferries

Job Title	Graduate Trainee Accountant	**Location**	Shore Street, Kirkwall
Reporting To	Team Manager (Finance)	**Grade**	OF Grade 4 to Grade 8

Job Summary

The Graduate Trainee Accountant will participate in a structured training and development programme designed to provide experience across all areas of the Finance Department.

The postholder will develop the knowledge, skills and practical experience necessary to support the full range of finance functions within the Company, progressing through increasing levels of responsibility while working towards a professional accounting qualification.

The role will provide exposure to all aspects of financial administration, management accounting, financial reporting, budgeting, treasury management, payroll, sales and purchase ledger functions, enabling the postholder to develop into a finance professional capable of providing cover and support across the Finance Team.

The Graduate Trainee Accountant will report to the Team Manager (Finance) but will at times be supervised by other finance professionals as part of a programme of practical work experience.

Responsibilities

Finance Administration and Transaction Processing

- Ensure all orders, invoices, accounts and financial transactions are accurately processed, authorised and recorded within the relevant financial systems.
- Process financial transactions through the purchase ledger, sales ledger, cash book and other financial systems as required.
- Ensure that all receipts and payments, including cash, cheques, BACS, card transactions and vouchers, are fully accounted for and appropriately recorded.
- Monitor and record all transactions through service bank accounts and credit/debit card statements.
- Prepare supplier payments through BACS, cheque and electronic banking systems.
- Process employee expenses and mileage claims, ensuring claims comply with Company policies and supporting documentation requirements.
- Assist with the administration and monitoring of outstanding debtor balances and sundry debts.

VAT, Reconciliations and Financial Control

- Record and account for input and output VAT transactions.

- Assist with and, as competence develops, prepare VAT returns and arrange associated payments.
- Complete balancing and reconciliation procedures for purchase ledger, sales ledger, cash book and nominal ledger accounts.
- Assist with month-end and year-end financial processes.
- Support year-end testing and financial year roll-over procedures within the financial systems.
- Assist in maintaining robust financial controls and ensuring compliance with Company procedures and relevant legislation.

Payroll and Pensions

- Assist with payroll administration, including preparation of timesheets and payroll data input.
- Develop the knowledge and skills required to provide cover for the Payroll and Pensions function in the absence of the Senior Finance Administrator (Payroll and Pensions).
- Ensure payroll and pension records are maintained accurately and confidentially.

Financial Systems and Reporting

- Learn to process, verify and authorise financial information within the purchase ledger, sales ledger, cash book, nominal ledger and employee expenses modules.
- Assist with the maintenance and creation of finance product codes.
- Assist with financial reporting requirements and the preparation of management information.
- Contribute to the collation of performance information, statistical returns and Board reports.
- Assist with the authorisation and maintenance of user access permissions within financial systems where appropriate.

Customer Service and Stakeholder Support

- Respond professionally and confidentially to enquiries from colleagues, suppliers, auditors, customers and other stakeholders.
- Provide guidance to colleagues on financial procedures and employee expense claims.
- Assist team members in resolving financial and system-related queries.

Compliance and Continuous Improvement

- Ensure all financial systems and records are maintained in accordance with Company policies, procedures and financial regulations.
- Assist in responding to requests from auditors and requests made under Freedom of Information and Data Protection legislation.
- Support the review and continuous improvement of financial procedures, guidance and working practices.

- Assist with ensuring performance targets and service standards are achieved and maintained.

Training and Development

As part of the Graduate Trainee programme, the postholder will receive structured training and practical experience in:

- Purchase Ledger
- Sales Ledger
- Cashbook and Banking
- Payroll and Pensions
- VAT Administration
- Financial Reconciliations
- Debtor and Creditor Management
- Financial Reporting
- Budget Monitoring
- Management Accounting
- Financial Systems Administration
- Year-End Accounts and Audit Support

The postholder will progressively develop the skills required to provide operational cover and support for all positions within the Finance Team.

Job Requirements

Experience (essential)

Good numerical ability and an aptitude for working with figures.

Basic IT skills, including experience of Microsoft Office applications.

Good written and verbal communication skills.

Ability to organise and prioritise work effectively.

Ability to follow procedures and work accurately.

Ability to learn and apply new skills and knowledge.

Ability to work effectively as part of a team.

Ability to handle confidential information appropriately.

Knowledge (essential)

The minimum knowledge required for this role can be evidenced by either:

Holding an SCQF Level 6 or 7 qualification, such as three Scottish Highers at Grade C or above, or two A Levels at Grade C or above, preferably including at least one subject related to Business, Accounting, or Administration.

Knowledge (desirable)

Experience of using Microsoft Excel.

An understanding of basic financial or accounting principles.

Experience of working in an office, administration, customer service or finance environment.

Experience of using computerised financial systems.

Other Requirements (desirable)

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Training and Professional Development

The successful candidate will be expected to participate fully in the Company's structured finance development programme and will receive training across all areas of the Finance Team. Support will be provided to obtain relevant professional qualifications and to develop the skills and experience required to progress within the organisation.

Employee Acceptance of Job Description

Signature: _____ Date: _____