

**NLLUN YFORY**  
**GRADDEDIGION**  
**GRADUATES**

Street Name: 1  
78000 City Name  
Tel: 0000 0000000  
E-Mail: emailname@jones.com

Invoice No: 2011045401
Date: 24/04/2011
Client name: Your Name

to make following invoice.

Units	Article No	Goods/Service	Unit Price	Price
pcs		Food photography for summer menu, Menu design and printing on glossy cardstock DIN A5 double sided 50 pieces	221.11 €	221.11 €
33	pcs	Single product photo on white background	2.50 €	81.64 €
1	pcs	Photo Licenses for Certificates	16.80 €	16.80 €
Total				221.11 €
VAT 19%				42.01 €
Total Amount Payable				263.12 €

# PROFESSIONAL TRAINEE FINANCE AND ACCOUNTING

# INFORMATION PACK 2023



If you're looking for the perfect opportunity to develop your career, then joining the Cynllun Yfory is the next step for you.

We hope that the information in this pack will inspire you to make an application for the job and make a genius decision about your future.

Cyngor Gwynedd is working hard to ensure that we have the best possible employees. Our aim is to attract the most skilful and talented individuals to provide the best service to address the needs of the people of Gwynedd.

This means that we need to invest in, support and empower our workers to live our vision and our way of working and enable them to become an integral part of shaping the future of Cyngor Gwynedd.

There is a need to ensure that the best workforce includes leaders and specialists of the highest caliber. This means demonstrating excellent skills and attitudes, and supporting and empowering our workforce to realize our vision.

Since establishing the Scheme in 2017, it has gone from strength to strength. The Professional Trainees who are on or have been on the Scheme are truly making a difference, are adding value and are providing the best service for the people of Gwynedd every day.

If you would like to develop a career as part of a workforce that can genuinely change the lives of people and communities, Cynllun Yfory is the answer for you.

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## FACTS

The Council serves almost 120,000 people

There are over 6000 members of staff working in the Council

The Council owns over 400 buildings across the County

The Council offers over 100 services to the people of Gwynedd and beyond

Every Professional Trainee has secured a permanent post at the end





The main thing that enables us as a Council to do this is the staff that work here. The Council is full of people who have chosen to work here because they want to help the people of Gwynedd and make a difference to the communities and the environment in which we live.

Cynllun Yfory, Cyngor Gwynedd's Graduate Scheme, is one of the best graduate schemes in Wales. It gives our professional trainees the opportunity to understand more about local government, to develop essential skills in the area, to develop networks across the Council and beyond and to gain valuable practical experiences at every level across the organisation

Cynllun Yfory is a unique opportunity for anyone with a degree or equivalent, to develop a fantastic career at Cyngor Gwynedd. If you have ever thought about working for local government and be a part of something special, Cynllun Yfory is perfect for you.

I look forward to receiving your application.

*Alun Lloyd Williams*

Cyngor Gwynedd Talent and Apprenticeship Leader

## WHAT IS CYNLLUN YFORY?



Cynllun Yfory is a scheme for graduates to develop them as a leader or a specialist of the future. Our Professional Trainees receive practical experiences and the opportunity to complete a higher qualification, usually a Masters at the same time. There is ample opportunity to develop confidence, skills, attitude, behaviour and understanding over the length of the contract.

## SALARY

£ 27,344 to £28,371 a year

## BENEFITS

- 26.5 days of annual leave
- 8 Bank holidays yearly
- Work in a Welsh speaking environment
- Flexible working - Working from home, in the office or a mixture of both
- The best work terms and conditions in the area

## CYNLLUN YFORY OPPORTUNITIES

The Scheme offers many different opportunities including:

- Being a member of the Council's Professional Trainee Network
- One to one developmental meetings
- Q&A Events
- Masterclass sessions with experts
- Developmental Workshops
- Gain new qualifications





## THE SCHEMES' PRINCIPLES

It is expected that our professional trainees can show the principles of the scheme:

- Work effectively with people
- Communicate with confidence
- Plan and organise effectively
- Achieve results that make a difference
- Analyse and resolve problems
- Be adaptable
- Immerse themselves fully in local government and working for the Council
- Show the potential to be a leader and to be a specialist

## FLEXIBLE WORKING

The Council believes that enabling our professional trainees to work flexibly is an essential way of getting the best out of them.<sup>1</sup> Worklife balance is vitally important for the wellbeing of our staff. Flexible working can be a combination of the following:

- Combination of working from home and in the office
- Establish working hour patterns which suit the individual
- Establish different work places



## THINK ~ VENTURE ~ ENJOY

This is Cynllun Yfory's slogan. The slogan was created by our professional trainees.

It conveys exactly what the scheme means to them.

## OVERVIEW

### FULL TITLE OF THE JOB:

Finance and Accounting Professional Trainee

### LENGTH OF THE CONTRACT:

3.5 years

### NAME OF THE DEPARTMENT AND SERVICE:

Finance

### THE MANAGER'S NAME IS:

Ffion Madog Evans

## FACTS

- Prepare the draft Statement of Accounts by 31 May each year.
- Paying over £200million in gross wages including taxes, National Insurance, pension contributions etc, and ensuring these are correctly deducted and transferred
- Paying over 100,000 invoices each year, with a total value of over £353million
- Council Tax collection over 60,000 properties
- Processing a value of over £850m which has been paid directly to the bank and needs to be processed
- Administration of a £2billion Pension Fund

## THE JOB

Gwynedd Council provides a very wide range of services to the people of Gwynedd. Maintaining roads, providing education in schools, caring for older people, supporting children and families who need help, offering a library service and collecting rubbish and recycling are just some of these. What is common to all of them, of course, is that they need money - money to pay staff and suppliers.

That means that it is necessary to predict how much funding will be available to each service, and make sure that the money they have is used correctly. Furthermore, all services need insurance, and a way to keep an overview that risks are being managed. In addition to the money the Council receives from the Welsh Government, it collects its own money through Council Tax, and some services receive income by charging fees.

With all the spending and income collection, therefore, we need a capable and dedicated team led by the Head of Finance to support the Council and ensure the correct use of the resources it has.

The trainee will have the opportunity to gain experience in a number of different units of the Finance Department, learning in detail about the different processes and systems used and how these weave together to support the Council's frontline services.

## THE DEPARTMENT AND SERVICE

The Council's Finance Department prepares the Council's budgets and accounts. But on top of that, Finance services support all the Council's departments as they undertake their work, be it helping them keep track of their expenditure and income, arranging appropriate insurance, paying salaries to all staff, paying our suppliers, making sure income has been collected correctly and looking after the Council's and Pension Fund investments, and collecting Council Tax and Business Taxes.

The department also assists the public directly by administering Housing Benefit and assistance in paying Council Tax bills. Furthermore, we keep an overview of the whole Council's risk management arrangements.

## WHAT NEXT?

There is an ongoing need for managerial positions within the Finance Department.

Subject to successful completion of the course it is anticipated that the professional trainee will then be offered a job within the Department.

Once qualified, you will be a Chartered Public Finance Accountant (CPFA).

Since 2017, all of our trainees have been offered a full-time job at the end of the scheme.

## THE QUALIFICATION

**TITLE:** Chartered Institute of Public Finance and Accountancy (CIPFA)

**LOCATION:** CIPFA Education and Training Centre

**LENGTH:** 3.5 Years

**METHOD:** online

**LINK:** [Qualification site](#)



### OVERVIEW:

CIPFA's Education and Training Center is the only training provider that specializes specifically in public financial management. They offer supportive and extensive training provision from qualified tutors, who use their specialist knowledge to deliver high quality training within a public sector context. The virtual learning environment enables trainees to learn face-to-face and through live web classes - offering flexibility, convenience and an integrated learning experience to meet the needs of modern finance professionals.



## Guto Hughes

### Professional Trainee Procurement (2021 - 2023)



*"The Scheme has been a great experience for me. There are not many opportunities to work through the medium of the Welsh language in the Procurement field, especially in the public sector.*

*I have also had the opportunity to work on additional projects to my day to day role at the council. I have been a member of the Council's climate change board, ran a plastic material reduction task group once, and been a member of the "Market Intelligence Expert Group" Welsh Local Government Association.*

*In addition, through the scheme I was seconded to the Environment Category Team. This means that I am now working on tenders which are much more complex which enables me to develop my skills in the Procurement field."*

## SOPHIE WILLIAMS

### Professional Trainee Translator (2021 - 2024)



*"I have been very privileged to meet so many experts during the scheme and it has enabled me to develop very wide networks, varying both inside and outside the Council. Within the Council, I have friends and colleagues on the scheme, the other graduates, former trainees and leaders, and also contacts within my translation team, as well as the wider Language and Democracy service.*

*We are also very privileged to have question and answer sessions with various scholars and experts, ranging from MP Liz Saville Roberts, to Noel Mooney and Professor Richard Wyn Jones to name a few! I also have external links with fellow students and scholars at Aberystwyth University on completing my MA course, and through that I had the privilege of spending a period of work experience with the Welsh Government and forging lifetime links with that special workplace there as well."*

## CALEB LEWIS

### Professional Trainee Accountant (2021 - 2024)



*"Approaching my second year on the scheme I have had a period full of experiences and development. In the wake of the COVID Pandemic and Cost of Living Crisis I have seen one of the most vulnerable times for finance in the country's recent history. Through this I had the experience of seeing the necessary work that has been carried out from management level to operate on a day to day basis.*

*I have continued to work for the Environment Accounting Team after periods in Pensions, Payments and Central Accounting. Having the opportunity to work within a professional team and accept my own responsibilities promotes development that is second to none.*

*The scheme gives the opportunity to have a cross-section of day-to-day work, deal directly with managers and be able to join the council's committees which is an opening to a wide and valuable vision. Together I continue to commit to CIPFA two days a week and enjoy taking any opportunity to go on training courses that are offered internally or externally by the Council."*

## OSIAN ELIS

### Professional Trainee Leadership and Management (2021 - 2024)



*"The main thing I'm working on is developing a plan to maintain Cyngor Gwynedd's new highway assets. This plan outlines the new methods and standards the council wants to follow for responding to and repairing defects in the county's lanes. It is a very useful experience for me. I gain experience not only of policy design, but also of the political and strategic process involved, specifically driving the plan to be passed by the Cabinet and the Leadership Team.*

*Last year, I was working on the priorities of the Heritage Site interpretation strategy The Welsh Slate Landscape World. The intention was to convey the history and importance of the quarrying areas in Gwynedd to world heritage, by erecting information boards in key places. This required me to engage and be involved with external stakeholders."*

## REQUIREMENTS

To make an application, you must:

- Have a 2:2 or above grade at degree level
- Be fluent in Welsh and English
- 4 GCSE grades C or above, B Mathematics
- Be passionate about working in local government
- Have shown the willingness to lead or to be a specialist

## HINTS AND TIPS

- Take the time to choose the right job for you
- Read the blogs ([cynllunyfory.com](http://cynllunyfory.com))
- Conduct research into the Council
- Read the application guidelines in detail before starting

## RECRUITMENT CENTRES

We will be running recruitment centres to appoint our professional trainees. The recruitment centres is an excellent opportunity for someone to show real potential

- The main purpose of the recruitment centre is to ensure that you get the opportunity to show your potential, behaviours and attitude.
- We will be assessing all applicants by using the scheme's principles on page 11 and 12.
- The recruitment centre will be held face to face for the first day and virtually for the second day using different aspects including tasks and interviews.
- During the interview, we will ask five questions. We will give you a copy of the questions just before the interview so you can prepare your answers. You will have to answer one of the questions in English.
- And don't worry, we will present all the expectations fully at the beginning

## TIMETABLE

APPLICATIONS OPEN - 21/06/23 until 20/07/23

CONFIRM SHORTLIST - 07/23

RECRUITMENT CENTRE - TO BE CONFIRMED

START THE JOB - 04/09/23

START THE QUALIFICATION - 09/23

FINISH THE SCHEME - 03/27



Here are Cynllun Yfory's Principles  
This is what is expected from our professional trainees

## WORK EFFECTIVELY WITH PEOPLE

The ability to work effectively with others whilst demonstrating a clear understanding of the importance of equality, political sensitivity and emotional intelligence. This will include the ability to bring together people from every level, expertise and ability to achieve expectations on time and within restrictions.

## COMMUNICATE WITH CONFIDENCE

The ability to communicate confidently, both orally and in writing in Welsh and English, and for the purpose of persuasion when required. Also, the individual must have the ability to use influencing skills and be able to demonstrate the appropriate skills to use the correct form of communication for any audience.

## PLAN AND ORGANISE EFFECTIVELY

The ability to manage your time and prioritise work effectively to fulfil objectives that focus on specific aims and drivers of change.

## ACHIEVE RESULTS THAT MAKE A DIFFERENCE

The ability and confidence to venture and innovate and to take responsibility for decisions to achieve worthwhile results for the people of Gwynedd. This will be demonstrated by challenging the norm to promote change at all levels.

## ANALYSE AND RESOLVE PROBLEMS

The ability to identify, analyse and interpret relevant information from a range of different sources to resolve complex problems and develop effective responses.

## BE ADAPTABLE

The ability to be proactive in identifying, reflecting and taking advantage of learning and development opportunities regularly, to empower yourself and others and demonstrate the right attitude to coping with change regularly.

## IMMERSE IN LOCAL GOVERNMENT AND THE COUNCIL

The ability to identify what matters to the people of Gwynedd and develop an understanding of the role of local government to achieve this through democracy, engagement and partnerships.

## SHOW POTENTIAL TO BE A LEADER AND A SPECIALIST

Demonstrate the confidence, attitude, behaviour, skills and intelligence to lead effectively and to be seen as a specialist.

## FOR MORE INFORMATION



[www.instagram.com/cynllunyfory](https://www.instagram.com/cynllunyfory)



[www.facebook.com/cynllunyforycg](https://www.facebook.com/cynllunyforycg)



[www.twitter.com/talentgwynedd](https://www.twitter.com/talentgwynedd)



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## WHAT NEXT?

1. Follow us on social media. The information is at the bottom of this page.
2. Research into which field is of most interest to you.
3. If you intend to make an application, follow the guidelines.
4. Open an account on the Council's Job Site.
5. Register your interest on our Interest list.

Hopefully the information in the pack has inspired you to make an application for the job. Make the genius decision about your future. Choose Cynllun Yfory.

**GOOD LUCK!!!**