****JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | **Finance Apprentice** | Post Number | **F1019** |
| Career Grade | Apprentice rate | Service Area | Financial Services |
| Special Conditions  | * Time off to attend college
* Fixed term contract for up to 2 years from date of start (dependant on college requirements).
 | Additional Benefits | Professional subscription paid |
| Authorised by | Deputy Chief Executive  | Date | July 2025 |

**Job Purpose**

|  |  |
| --- | --- |
| The purpose of this role within the Council is: | To provide accountancy and administrative support within Financial Services while obtaining ‘on the job’ experience and working towards a full AAT qualification. |
| Responsible for demonstrating commitment to working in line with the Councils' values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Trainee Accountant F1114 |
| The postholder manages \supervises: | None |

|  |
| --- |
| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** |
| 1 | Providing transactional and administrative support to the Technical team and wider team where necessary. This will include transactional support during budget setting, budget monitoring and final accounts. |
| 2 | Gaining experience in undertaking routine accountancy duties such as maintaining spreadsheets and using the Council’s finance system. |
| 3 | Assisting the Trainee Accountant to manage the day-to-day Treasury Management function, including cash forecasting and investments schedules. |
|  | Assist the Trainee Accountant with monthly tasks, including reconciliations and VAT returns. |
| 5 | Under the supervision of the Trainee Accountant, support in the payment and collection process by entering daily submissions to be sent to BACS Payment Services. |
| 6 | To raise requisitions and purchase orders on the Council’s finance system and arrange for the payment of invoices as necessary. |
| 7 | To ensure that orders and invoices relating to the services allocated to the post holder are properly processed. |
| 8 | To ensure that all relevant customer requests relating to services under the postholders control are dealt with in a courteous and efficient manner. |
| 9 | Other such duties as may be required from time to time in line with the grading of the post and requirements of the trainee’s personal training plan. |
| 10 | To be responsible for ensuring that the Council’s by-laws, policies (including Equal Opportunities policies) and any statutory legislation relevant to the postholder’s responsibilities are complied with and enforced. |
| 11 | To attend a professional training course to achieve full AAT qualification. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| 5 GCSEs to include English and Maths at grade 4 or above  | E |  |
| 2 A Levels |  | D |

|  |  |  |
| --- | --- | --- |
| Knowledge and Experience | Essential | Desirable |
| Understanding of a financial environment  |  | D |

|  |  |  |
| --- | --- | --- |
| Abilities and Skills Required | Essential | Desirable |
| IT literate, to include good knowledge of Microsoft Office in particular Excel | E |  |
| Good communication skills | E |  |
| Accuracy and attention to detail | E |  |
| Ability to plan, prioritise and organise own workload to meet required deadlines | E |  |
| Ability to work under pressure and undertake a number of different tasks at the same time | E |  |

|  |  |  |
| --- | --- | --- |
| Behaviours | Essential  | Desirable |
| Willingness to work as part of a team | E |  |
| Flexible attitude | E |  |
| Creative approach to problem solving | E |  |
| Willingness to learn and get involved | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.