

ROLE DESCRIPTION

Job Title	Finance Apprentice
Salary Band	10-12
Reporting to	Relevant finance team manager
Directorate	Resources
Service Area and sub area	Finance
Team	Corporate Team
Political Restriction	No

1. Primary Purpose of the Post
To support the delivery and provision of a range of services across the finance team
2. Your responsibilities
<ul style="list-style-type: none"> • Assist in the routine operation of the organisation's financial system and support essential maintenance processes. • To assist in the processing of financial transactions through the financial ledger, which may include journals, system uploads, purchase orders, creditor and debtor invoices. • Supporting finance colleagues in the production of financial management information and other reports as requested. • Assisting with the preparation of reconciliations and undertaking data analysis. • To provide administrative support within the service including answering general finance enquiries via email or phone. • To undertake any other tasks commensurate with the grade as directed. <p>This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing</p>



3. General Corporate Responsibilities

- Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery
- Support the achievement of corporate efficiency targets and initiatives
- Commitment to demonstrating the corporate behaviours and upholding high ethical standards
- Compliance with all statutory requirements, standing orders and financial regulations of the organisation; ensuring all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the organisation's safety plan

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title:

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
5 GCES's including Maths and English.	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of working within an office environment	D	A/I
Experience of working within a Finance environment	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Effective written and verbal communication skills	E	A/I
Ability to plan, prioritise and organise own work load and to work to tight deadlines	E	A/I
Ability to work accurately and demonstrate attention to detail	E	A/I
Ability to work on own or as part of a team	E	A/I
Confident in the use of Information Technology	E	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
Evidence of time management and organisational skills	E	A/I
Understanding of equal opportunities	E	A/I
Knowledge of the key issues facing the City Region	D	A/I

Key to Assessment Methods:

I – Interview	A - Application
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