

Finance Apprentice

Department	Finance and Performance
Pay Grade	NLW
Responsible to	Group Accountant (Technical)

Role Purpose

Working as part of the Finance and Performance team, you will be utilising and developing the skills you learn during your Apprenticeship training to provide support in all areas of Finance. You will begin your apprenticeship assisting the Senior Accounts Payable Officer with recording and processing incoming invoices, progressing towards working with the wider team with a range of transactional support processes across cash receipting, accounts receivable and budget monitoring.

Role Specific Responsibilities / Accountabilities

During your apprenticeship programme you will be supported and developed to enable you to assist the team with the following responsibilities and accountabilities:-

Accounts Payable

- Sorting, analysing and categorising incoming invoices prior to registration input
- Registering invoices in the AP system and allocating registration references
- Liaising with other departments to resolve invoice / order queries or anomalies
- Assisting the Senior Accounts Payable officer with weekly creditor payments on the AP system

Cash Receipting

- Downloading daily banking reports
- Balancing total remittances received against total receipts issued
- Ensuring the daily receipts are banked
- Maintaining the Imprest Account for Petty Cash paid to all Council's Directorates.
- Assisting with the monthly bank reconciliation

Accounts Receivable

- Checking invoices input by AR users for approval

- Answering account enquiries by email, telephone, in writing and liaising with other departments as necessary
- Running regular reports to ensure that debts are chased and credits are allocated/refunded
- Assisting with the issuing of reminder notices in accordance with an agreed timetable

System development

- Reviewing and testing workflows and assisting with automation / systems improvements e.g. mapping invoices for the intelligence software
- Ad-hoc 'project' work (data gathering and analysis) on income generation and efficiency savings
- Carry out research and survey work to support our Senior Leadership Team and key managers
- Assist with communications to ensure Finance information is up-to-date on the Finance pages of the intranet and external website

Budget Monitoring

- Inputting finance and budget information; assisting with ensuring the accuracy of information within the Financial Management System and helping with analysis and manipulation of data in Excel spreadsheets

General

- Assist with the review, development and updating of processes, policies and procedures, and user guides
- To carry out such other duties that may reasonably be required

Knowledge, Skills and Qualifications

Essential Criteria

- Ideally educated to minimum GCSE level grades 4 or C (or equivalent) in English and Maths. If you have not achieved these already, you will need to study these as part of your apprenticeship programme.
- Willing to learn IT applications such as Microsoft Office (You will receive training on departmental IT systems and applications).
- Team player with the ability to also work on their own initiative.
- Commitment and self-discipline to study for the AAT Advanced Diploma in Accounting (Level 3) qualification
- Be enthusiastic and keen to learn, proactive and positive
- Interested in starting a career in the public sector or a strong interest in Finance

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the council developing good working relationships to promote the interests and reputation of the council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the council's constitution.
- Proactively seek opportunities to continuously improve ways of working and council services by evaluating activities to enhance performance.
- Promote equality, diversity, access to services and tackling discrimination both within and outside the council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with the Health and Safety policy and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to the council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to provide assistance in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly