

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Education Finance Team Apprentice	JEID	X0002
Salary Grade:	Apprentice Pay Scale		
Team:	Education Finance Services		
Service Area:	Resources		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Education Finance Manager		
Responsible for:	n/a		

#### Role Purpose

An exciting opportunity to work within the Education Finance Services Team as an Education Finance Team Apprentice. You will start your apprenticeship as a Finance Support Officer which will enable you to develop your skills and knowledge to progress into the role of Trainee Finance Officer.

Warwickshire County Council will support you to complete the AAT level 2 certificate and level 3 Diploma, with the option to continue to the Level 4 Diploma, subject to performance.

This is a fantastic opportunity for the ideal candidate, whether you are a school leaver, candidate looking to further develop the skills they have acquired in a previous apprenticeship, or a candidate looking to build upon the skills attained within a previous work-based learning role.

This role should be of specific interest to a candidate interested in pursuing a career in Finance and/or Education. The fast-paced role is ideal for a candidate who likes a challenge.

## Role Responsibilities

The roles of Finance Support Officer and Trainee Finance Officer are designed to support your learning through studying for the AAT qualification. The roles will include: -

### **Finance Support Officer:**

- Using the Corporate Finance System to process VAT returns and Petty Cash on behalf of schools.
- Complete pay checks and investigate discrepancies on the Corporate finance system
- Update staffing information on the Schools Budget Planning Software System
- Complete system checks and extract information on either the corporate finance system or SIMS FMS
- Support schools in the year-end closedown process
- Telephone support on routine system and processing queries and practical use on the corporate finance system or SIMS FMS

### **Trainee Finance Officer:**

- Acting as a Finance Officer for a group of schools with mentoring support from one of the management team
- Advising schools on budget setting, budget monitoring and budget planning, income and expenditure forecasting and comparative costing.
- Visiting each school at least once per term to meet with the Head, Governors and Admin Staff
- Undertake all tasks necessary to prepare for the termly visit, in accordance with the termly agenda.
- Write a termly report to Governors addressing the key issues discussed at the termly meeting and highlight any issues that Governors may need to address.
- Complete termly cash reconciliations for schools with their own bank accounts
- Investigate queries raised by schools and make any necessary accounting adjustments/journal to correct.
- Provide system support for schools using the corporate finance system and SIMS FMS
- Support and advise schools on the year-end closedown process

You will learn a variety of systems whilst undertaking these roles: -

- Corporate Finance System – Agresso
- SIMS Financial Management System
- Budget Planning Software System
- YourHR (iTrent)- Human Resources Management System

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Minimum of five A-C / 9-4 grades at GCSE including English and Maths	A, D
Excellent IT skills and ideally experienced in the use of Microsoft Office (particularly excel and word)	A, I
Excellent communication skills and able to demonstrate this at all levels in the organisation and to our customers	A, I
Able to work on own initiative and work to deadlines	A, I
Able to work with others and as part of a team	A, I
Have a positive "can do" approach	A, I
Willing to undertake training and development and a commitment to studying for the Accounting Technician qualification	A, I

### Desirable Criteria

Assessed By:

Confident communicator, to include use of the telephone	A, I
Interest in pursuing a career in Finance and/or Education sectors	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The

purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	