

# Job Description

## For Apprenticeship 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:            | Apprentice Finance Assistant          | JEID | X0002 |
| Salary Grade:         | Apprenticeship Pay Scale              |      |       |
| Team:                 | Operational Finance Team              |      |       |
| Service Area:         | Finance                               |      |       |
| Primary Location:     | Warwick                               |      |       |
| Political Restriction | This position politically restricted. |      |       |
| Responsible to:       | Accountant                            |      |       |
| Responsible for:      | N/A                                   |      |       |

#### Role Purpose

To carry out duties which assist the Finance Service in the provision of high-quality financial advice and support across the Council. To support financial systems, processes and procedures, including those which enable the maintenance and operation of systems, preparation of financial information and reconciliations, work and service planning, budgeting, payments, monitoring, forecasting, and year end closedown.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 3 Assistant Accountant apprenticeship training course. This will then align to the role of Finance Assistant with potential progression to Finance Officer within the Operational Finance Team.

#### Role Responsibilities

To support the Finance team in the provision of financial advice and support to budget managers in relation to:

- The financial management and financial control of their revenue budgets
- Building strong working relationships with the Finance Team and Budget Holders
- Developing and running regular system reports as required for different service and finance requirements
- Support budget holders with their forecasting methods
- Budget setting and closing the accounts

- Reporting financial implications and risks
- Identify improvements to existing financial procedures, processes and/or systems
- Modelling and financial analysis
- Effective financial decision making
- Assisting with costing service transformation and redesign options
- Have an understanding of Warwickshire County Council's financial framework and of appropriate Accounting Standards (CIPFA Code Practice on Local Authority Accounting Standards and International Financial Reporting Standards)

#### Routine tasks

- Arranging and attending regular meetings with budget holders in line with the annual forecasting timetable
- Processing of journals and budget virements
- Writing financial reports to detail variances against budgets to support decision making
- Performing detailed reconciliation of transactions
- Record keeping and data input
- Review, analysis and reconciliation of system information
- Perform regular accurate calculations to support for varying service requirements, for example Salary forecasting and costing restructures
- Check, review and challenge forecasts submitted by budget holders

The role responsibilities and tasks outlined above will be practiced, learned, and eventually mastered by the apprentice, under guidance and supervision from the line manager and colleagues.

## 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) and interview (I) or documentation (D).

### Essential Criteria

Assessed By:

|  |      |
|--|------|
| The ability to communicate with other people confidently and coherently, in person and/or in writing | A, I |
| Familiarity with standard IT software such as Microsoft Office programmes and Outlook email          | A, I |
| The ability to organise own workload and meet deadlines  | A, I |
| A willingness to learn new knowledge and skills  | A, I |
| A positive attitude towards working in a team and/or with customers                                  | A, I |
| The ability to organise own travel requirements to attend work settings as and when required         | A, I |

|  |      |
|--|------|
| A minimum of five GCSE passes at grade 9 – 4 or A* - C including English and maths | A, D |
| Able to analyse and interpret information to solve straightforward problems        | A, I |

### Desirable Criteria

Assessed By:

|   |      |
|---|------|
| A keen interest in the career pathway enabled by this apprenticeship  | A, I |
| Any previous work experience in a customer service and/or office environment  | A, I |
| Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, the Cadets, National Citizenship Service, or charity work | A, I |
| Knowledge of and interest in working for Warwickshire County Council and/or public services   | 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 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):   |  |