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| **Job Description** | |
| **Post title** | Apprentice (Financial Management) |
| **JE Reference No** |  |
| **Grade** | Apprentice |
| **Service** | Resources |
| **Service Area** | Finance and Transactional Services |
| **Reporting to** | Principal Accountancy Assistant |
| **Location** | Your normal place of work will be County Hall, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

As a Financial Management Apprentice, you will develop skills, knowledge and experience working in Finance and Transactional Services.

You will undertake training to give you the skills and competencies to assist in the production of annual revenue and capital budgets, budgetary control information, final accounts closedown, to carry out routine reconciliations and general ledger maintenance.

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| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties listed below:

* To study and achieve the Accounts/Finance Assistant Standard Level 2 and the Assistant Accountant Standard Level 3 during the duration of the apprenticeship
* To develop the post holder to contribute towards the provision of high quality financial information, including assisting with budget forecasting, projecting expenditure and income, budget building, and budgetary control information.
* To enable the post holder to ensure that consideration is given at all times to achieving Best Value and the most efficient ways of working.
* To develop the post holder to assist in the monitoring of the council’s budgetary control system - including the input of journal entry corrections, processing of routine recharges and other data into the Financial Management Ledger System.
* To develop the post holder to monitor and reconcile holding/suspense accounts on a monthly basis, maintaining effective supporting working papers.
* To develop the post holder to prepare grant and statistical returns where appropriate.
* To develop the job holder to assist budget holders with regards to coding queries.
* To participate in Financial Accountancy Team discussions concerning operational business
* To assist with ordering and receipting of supplies appropriate to the Financial Accountancy Team.
* To complete the Level 2 and Level 3 qualifications within the apprenticeship period.
* The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager*.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Either have or expect to achieve 4 GCSE’s including Maths and English Language grades A-C/9-4 or Level 2 in literacy and numeracy (or equivalent). |  |
| Experience | * Experience of using IT | * Experience of dealing with financial information |
| Skills & Knowledge | * Good communication skills * Good numeric skills |  |
| Personal Qualities | * Ability to form effective working relationships with colleagues * Able to work as a team member * Able to work on own initiative   . |  |