

 <p><b>Xentrall</b> Shared Services Delivering Excellence for All</p>		<b>JOB DESCRIPTION</b>	
<b>SERVICE AREA:</b>		Xentrall Finance	
<b>JOB TITLE</b>		Apprentice Finance Assistant	
<b>REPORTING TO:</b>		Xentrall Team Leaders	
<b>APPRENTICESHIP QUALIFICATION</b>		Finance Assistant – Level 2	
<b>APPRENTICESHIP DURATION:</b>		15 months	
<b>1.</b>	<b>JOB SUMMARY:</b>		
	<p>To work as part of the Xentrall Finance Teams to ensure that all financial transactions with both customers and suppliers are accurate, timely and compliant with good practice and that the experience for customers and suppliers dealing with us is friendly and positive</p> <p>To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.</p>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	Assist in the processing of supplier invoices and other payments and liaise with relevant requisitioners and authorisers to ensure payment is made in a timely manner	
	2	Assist with the preparation of sales order and credit note requests received from Services for input into the finance accounting system Business World On!	
	3	Enter and manage transactions in Business World On!	
	4	Deal with customer and supplier post, phone and email queries about payments, billing, recovery and other matters courteously, professionally and accurately	
	5	Take payments for services over the phone	
	6	Assist with the setup and updating of suppliers and customers accounts in Business World On!	
	7	Assist in the maintenance, completion and issue of all files, systems, records and documentation	
	8	Work towards individual targets and assist the teams in achieving team targets and objectives	
	9	Assist with printing, packing and scanning of documents issued to customers and suppliers	
	10	Assist in the management of the generic email boxes ensuring items are printed off and queries investigated and responded to	
	11	Assist with the identification and processing of income	
	12	General administrative duties: filing, note-booking accounts	
<b>3</b>	<b>GENERAL</b>		
	<p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the</p>		

post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Job Description written by (Manager)	.....	.....	.....
Job Description agreed by (Apprentice)	.....	.....	.....

**Job Description dated            May 2021**



**PERSON SPECIFICATION**

Job Title	<b>Apprentice Finance Assistant</b>	
Service Area	<b>Xentrall Finance</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	<p>Level 1 English and Maths qualifications - (GCSE Grade D / 3 or above / Functional Skills – Level 1)</p> <p>PLEASE NOTE: You <b>must not</b> hold an existing qualification at the same or higher level as this apprenticeship or in a similar subject i.e. AAT Level2</p>	5 x GCSEs Grade C/4 or above or equivalent Level 2 qualifications	Application form / Certificates
<b>Experience</b>	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative	<p>Previous experience in an administrative/accountancy environment</p> <p>Experience of using Agresso or similar finance systems</p>	Application / Interview / Reference
<b>Knowledge &amp; Skills</b>	<p>IT Skills including ability to use Microsoft Office e.g. Word and Excel.</p> <p>Good communication skills - listening, spoken and written.</p> <p>Organised with a good attention to detail.</p> <p>Numerate and have the ability to copy/transfer information accurately.</p> <p>Ability to prioritise work and meet deadlines</p>		Application / Interview / Reference

<b>Specific behaviours relevant to the post</b>	Demonstrate the Council's Behaviours which underpin the Culture Statement. Flexible approach to work. Committed to own personal development Confidentiality and personal integrity		Application / Interview / Reference
<b>Other requirements</b>			Application / Interview

**Person Specification dated            May 2021**