

Job Description and Person Specification

Finance Apprentice

Job Details	
Grade	Apprentice
Service	Financial Management
Location	One Friargate
Job Evaluation Code	N/A

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To provide day to day finance support to Financial Management in ensuring the provision of effective financial planning, information and advice.</p>

Key Responsibilities and Accountabilities
Supporting the provision of financial information, guidance and advice to finance customers and finance officers
Assisting with receiving and actioning requests to move costs and budgets to reflect the needs of the business and accounting principles
Contributing to the production of financial accounts as appropriate
Supporting with financial reconciliations and undertake basis costing calculations
Supporting with provision of timely financial information, advice and guidance as requested
Working within financial procedures and assist with the development of financial models to inform financial analysis
Assisting with the upkeep of information on corporate systems
Inputting data into the Council's records and payment systems, enabling payments to be made
Undertaking word processing of documents e.g. produce letters and memos
Raising requests for income owed to the City Council
Promoting value for money and efficiency throughout all areas of the Council's operation and to look for opportunities for innovation both in the operation of the finance function and in the activities of relevant service areas
Participating in financial management training and development activities
Any other duties and responsibilities within the range of the salary grade

Key Relationships			
External:	Liaising as required to perform necessary duties	Internal:	Financial Management Colleagues and Service Officers

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> • carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. • attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. • any other duties and responsibilities within the range of the salary grade.

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	A basic understanding of financial procedures
Knowledge	A basic understanding of how to work in a team
Knowledge	A basic awareness and understanding of equal opportunities
Skills And Ability	Able to follow formally agreed written guidelines
Skills And Ability	To be able to provide neat and accurate records
Skills And Ability	Ability to effectively communicate with service users and colleagues – face to face, in writing, on the telephone and by email
Skills And Ability	Good numeracy skills
Skills And Ability	Speed and accuracy when using a keyboard
Skills And Ability	Able to prioritise and organise workloads
Skills And Ability	Competent in the use of standard office ICT packages such as Word, PowerPoint and Excel
Experience	Of using computers, telephone and email
Qualification	At least 5 GCSEs at 5 / C or above this must include Maths and English
Special Requirements	Must not have already completed the Level 2 Finance Assistant Apprenticeship Standard.

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Yes			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input checked="" type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Hayley Greaves		
Job Title:	Lead Accountant	Date:	April 2026