

Job Description and Person Specification

Role: Finance Apprentice



Job Description

Job Title	Finance Apprentice
Grade	Apprentice
Service	Financial Management
Reports to	Accountant / Lead Accountant
Location	Friargate
Job Evaluation Code	N/A



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

To provide day to day finance support to Financial Management in ensuring the provision of effective financial planning, information and advice

Main Duties & Key Accountabilities

Support the provision of financial information, guidance and advice to finance customers and finance officers

Assist with receiving and actioning requests to move costs and budgets to reflect the needs of the business and accounting principles

Contribute to the production of financial accounts as appropriate

Support with financial reconciliations and undertake basis costing calculations

Support with provision of timely financial information, advice and guidance as requested

Work within financial procedures and assist the development of financial models to inform financial analysis

Assist with the upkeep of information on corporate systems

To input data into the Council's records and payment systems, enabling payments to be made

Undertake word processing of documents e.g. produce letters and memos

Raise requests for income owed to the City Council

To promote 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.

To participate in financial management training and development activities

Any other duties and responsibilities within the range of the salary grade.

Key relationships

<p>External Liaising as required to perform necessary duties</p>	<p>Internal Financial Management Colleagues and Service Officers</p>
--------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------

Standard information

Post holders will be accountable for 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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	N/A
Knowledge	
A basic understanding of financial procedures	
A basic understanding of how to work in a team	
A basis awareness and understanding of equal opportunities	
Skills and Abilities	
Able to follow formally agreed written guidelines	
To be able to provide neat and accurate records	
Ability to effectively communicate with service users and colleagues – face to face, in writing, on the telephone and by email	
Good numeracy skills	
Speed and accuracy when using a keyboard	
Able to prioritise and organise workloads	
Competent in the use of standard office ICT packages such as Word, PowerPoint and Excel.	
Experience	
Of using computers, telephone and email	
Qualifications	
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.

Date Created	May 2024	Date Reviewed	June 2024
---------------------	----------	----------------------	-----------