

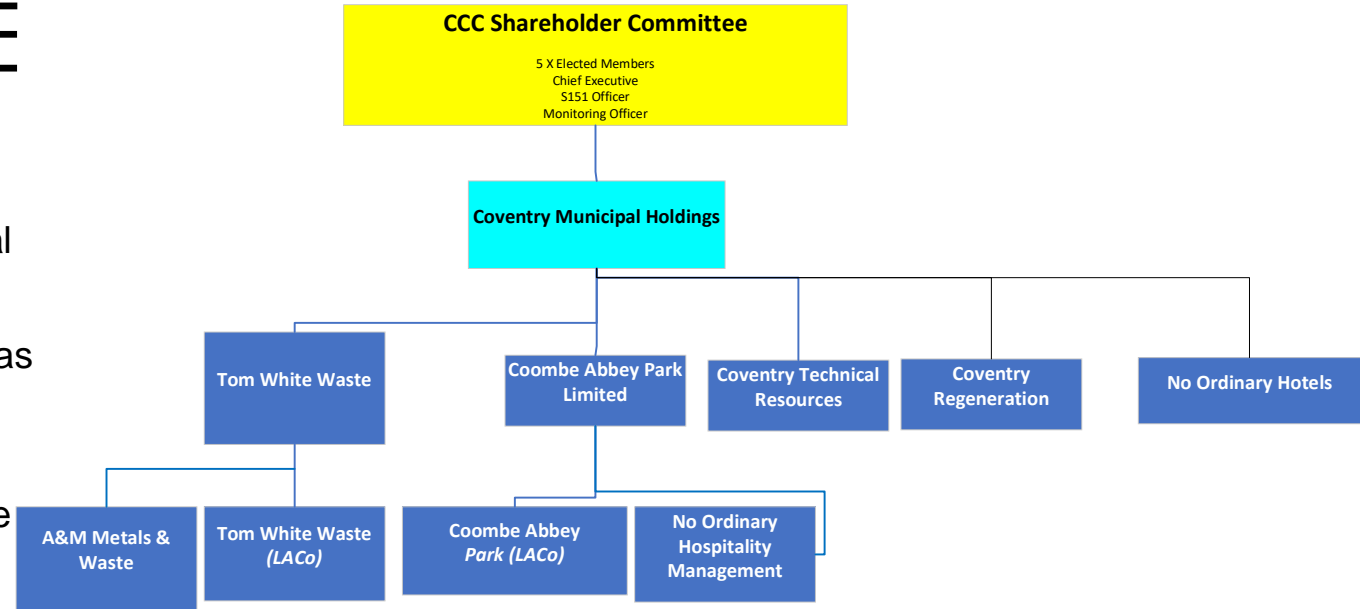
JOB DESCRIPTION AND PERSON SPECIFICATION

Role – Finance Apprentice for Coventry Municipal Holdings Limited



WHO ARE WE

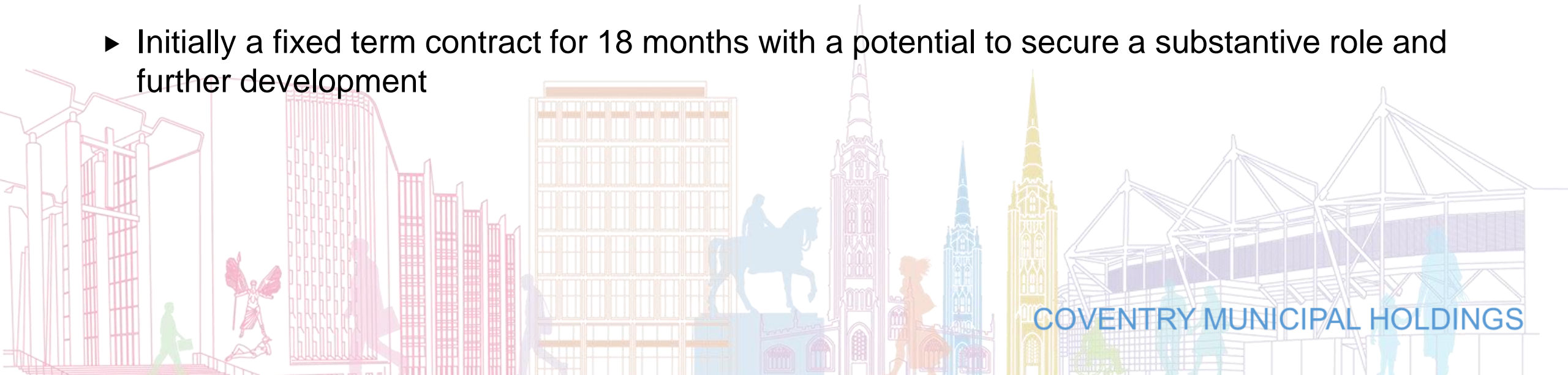
- ▶ Coventry Municipal Holdings oversees and supports the Councils wholly owned (100% shareholding) commercial company investments
- ▶ The diagram sets out the companies in the CMH group as well as the position with the City Council
- ▶ CMH works with the companies to achieve and drive commercial outcomes and strategic objectives alongside increased transparency and governance cover the Council's investments



- ▶ The Council expects a return on their investments, ideally with profits being passported back to the Council by way of a dividend. A “profit with a purpose” as these are used to support the deliver if key Council services
- ▶ The group has a positive social and environmental impact through the work on the subsidiaries
 - ▶ Tom Whites Waste group – is a trade waste processing facility which seeks to increasing recycling and reduce waste to landfill
 - ▶ Coombe Abbey Group – operate the Coombe Abbey Hotel as well as a a number of other food and beverage concessions across the city
 - ▶ Coventry Technical Resources – provide resource solutions to the Council
 - ▶ Coventry Regeneration – this company was use build the Arena in Coventry
 - ▶ No Ordinary Hotels – effectively a dormant company

JOB DESCRIPTION

- ▶ Job title – Finance Apprentice
- ▶ Grade – Apprentice (starting salary £16,591.84)
- ▶ Company – Coventry Municipal Holdings Limited (CMH)
- ▶ Reports to Financial Director at Coventry Municipal Holdings Limited
- ▶ Location – could be based at Friargate, floor 6, Coombe Abbey Offices or Tom White Waste offices
- ▶ Initially a fixed term contract for 18 months with a potential to secure a substantive role and further development



FINANCE APPRENTICE ROLE

- ▶ Purpose of the role
 - ▶ To provide financial administrative support to the Financial Director at Coventry Municipal Holding, while undertaking training in AAT at Level 3
 - ▶ The role will in the main provide support to CMH, Coventry Technical Resources and Coventry Regeneration, as well as the other companies in the group as required from time to time
- ▶ Main duties and key responsibilities
 - ▶ Assist with raising charges to recover Head Office costs incurred at CMH to the entities in the group and Council
 - ▶ Be trained to use the financial system to place orders, pay invoices upon receipt of goods/ services
 - ▶ Assistant with the monthly payroll processing journal to check the transactions and then post them into the financial system
 - ▶ To undertake analysis of data to identify trends, create graphs and tables for reports and presentations
 - ▶ To support the Financial Director with the year end audit and collation of data for the auditors
 - ▶ To gain knowledge through study and the experience of working in a finance team to support the control checks, trial balances and accounts on a monthly/ annual basis
 - ▶ To review financial data and accounts as required to support decision making – with direction and support from the Financial Director
 - ▶ In addition to AAT training, the postholder must attend any training that is identified as mandatory to the role
 - ▶ Carry out other office tasks such as updating spreadsheets
 - ▶ Any other duties and responsibilities within this range of salary grade

OTHER RELEVANT INFORMATION

► Key relationships

External HMRC, Aviva, External Auditors, Knowles Fleet	Internal Coventry City council, Tom White Waste, Coombe Abbey Park Limited, Coventry Technical Resources, Coventry Regeneration
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► Standard information

- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Code of Conduct, Staff Handbook, Safeguarding, Health and Safety and Diversity and Inclusion Policies
- Duties which include the processing of personal data must be undertaken within the data protection guidelines

PERSON SPECIFICATION

► **Knowledge and experience**

- An understanding of the role of finance
- Strong numeracy skills
- Previous experience in a finance environment, understanding or working with money would be an advantage but is not essential
- Experience of using MS Excel and Word is essential. Use of PowerPoint, Visio and Teams would be an advantage

► **Skills and abilities**

- Great attention to detail
- Methodical and accurate approach to work
- Ability to analyse numerical data and produce statistical data
- Good communication skills both verbal and written with a wide range of people by telephones, face to face, by letter and email
- Able to work in an environment where confidentiality is of paramount importance
- An enthusiasm to learn and a desire to work in Finance
- Self motivated and able to manage their time and capacity to meet required deadlines
- Good vocabulary, spelling and grammar

► **Qualifications**

- Maths and English GCSE 4 or above
- Ability to complete the Level 3 AAT qualification
- Must not have completed the Level 3 training previously

Date created
June 2024

COVENTRY MUNICIPAL HOLDINGS