



Coventry City Council

## Job Description

<b>Post:</b>	Finance Apprentice	<b>Job Number:</b>	
<b>Service:</b>	Financial Management	<b>Post Number:</b>	1028718
<b>Location:</b>	Friargate	<b>Grade:</b>	Apprentice

### 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.

### Job Purpose:

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

### Main Duties and Responsibilities:

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

Receive and action 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.

Carry out financial reconciliations and undertake basic costing calculations.

Provision of timely financial information, advice and guidance as requested.

Maintain financial procedures and assist the development of financial models to inform financial analysis.

Assist with the upkeep of information on corporate systems (ie sickness absence, Training).

Assist team members to develop documented financial procedures for setting up and monitoring payments.

To input data into the Council's records and payment systems (Agresso, E Solutions, Protocol and Controc) 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.

## **General**

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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Accountant – Finance Support

**Date Reviewed:** July 2021

**Updated:** July 2021



Coventry City Council

## Person Specification

<b>Post:</b>	Finance Apprentice	<b>Job Number:</b>	
<b>Service:</b>	Financial Management	<b>Post Number:</b>	
<b>Location:</b>	Friargate	<b>Grade:</b>	Apprentice

Area	Description
------	-------------

<b>Knowledge:</b>	A basic understanding of financial procedures.
	A basic understanding of how to work in a team.
	A basic awareness and understanding of Equal opportunities.

<b>Skills and Abilities:</b>	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, by texting and by email.
	Good numeracy skills.
	Speed and accuracy when using a keyboard.
	Ability to prioritise and organise workloads.
	Competent in the use of standard office ICT packages such as Word, PowerPoint and Excel.

<b>Experience:</b>	Of using computers, telephone and email.

<b>Educational:</b>	Maths and English GCSE 6/B or above and at least 3 other GCSEs at 5/C or above.
	Ability to complete the Level 3 Assistant Accountant Apprenticeship Standard.
	Accounts or Finance Assistant Level 2 Apprenticeship or AAT Foundation Certificate in Accounting or ability to complete the Kaplan Introduction to Bookkeeping course.

<b>Special Requirements:</b>	Must not have already completed the Level 3 Assistant Accountant Apprenticeship Standard or the AAT Level 3 Advanced Diploma in Accounting.
	<i>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</i>

**Date Reviewed:** July 2021  
**Updated:** July 2021