

Hertfordshire County Council Job Outline



JOB TITLE: Apprenticeship Finance
GRADE: H1
REPORTS TO: Line Manager
TEAM: Resources and Performance
DEPARTMENT: Finance

Purpose of the Job

To gain hands on experience whilst also achieving the National Finance Apprenticeship Level 3 Standard (equivalent to AAT Level 3) within the Apprenticeship framework support.

To develop the skills and knowledge required to carry out the job role outlined below.

Main Areas of Responsibility

- Support officers in checking of financial data and preparation of financial reports.
- Utilise the financial accounting system (SAP) to answer basic queries.
- Help respond to basic finance and audit queries
- Maintain confidentiality, answer telephone calls, take messages, provide basic information as a first point of contact and refer where appropriate to other finance colleagues.
- Update/maintain spreadsheets, compiling information for finance service users.
- Support and aid non-finance colleagues within the council to understand their spend data and forecast how much they will spend in year.
- Undertake basic administrative duties such as paying invoices, taking minutes of meetings, room bookings and organising meetings, filing, scanning and photocopying.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information:

This is a fixed term apprenticeship post which involves work experience within HCC's Finance service, based at County Hall Hertford, as well as the study of National Finance Apprenticeship Level 3 Standard (equivalent to AAT Level 3).

The apprentice is expected to attend North Herts College (currently Stevenage campus) on day release (approx. 1 day per week) as required. Successfully pass all

examinations and undertake any relevant training in the workplace. You may need to study in your own time. In return you will be fully supported in obtaining the National Finance Apprenticeship Level 3 Standard (equivalent to AAT Level 3) which will enable an excellent foundation for a career in accountancy and finance. The post holder will be assigned to a mentor and/or buddy during their time with HCC.

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Person Specification

- Evidence of having passed level 2 of AAT or equivalent qualification (e.g. A/levels).
- Strong numerical skills with an interest in pursuing a career in finance.
- Demonstrate positive approach to the workplace and commitment to learning whilst working flexibly to achieve service and team needs.
- Awareness of software packages such as Microsoft Office, especially Excel and the ability to learn how to navigate and utilise new finance software.
- Ability to communicate effectively with people, with a positive approach, at different levels across the organisation using a variety of media.
- Ability to plan, organise and prioritise work in order to meet deadlines, taking direction and instructions from line manager or team members.
- Ability to work on sensitive matters and maintain confidentiality.
- Ability to follow agreed policies and processes, ensuring these are adhered to.
- Ability to deliver to deadlines and escalate issues as appropriate.
- Ability to listen and respond to feedback.
- Good literacy skills.

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.