

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Finance Apprentice
<b>Reports to:</b>	Principal Accountant
<b>Department:</b>	Financial Services
<b>Section:</b>	Health, Adult, Families, Children & Learning Finance Team
<b>Date written:</b>	June 2019

#### **Purpose of the Job**

- To learn the role of a Finance Officer within the Finance Team.
- To learn how to provide finance support and advice to a service department.
- To undertake the level 3 Assistant Accountant apprenticeship.

#### **Principal Accountabilities**

- Learn to assist in the monitoring of the Directorates' budgets by ensuring the financial information to budget managers is accurate, including the correction of errors as they arise.
- Learn to identify actual and potential variances from budget and investigate the reasons.
- Learn to assist in the preparation of the Directorates' budgets.
- Learn to assist in the accurate and timely closure of the Directorates' accounts at year end.
- Learn to maintain the Council's accounting records and carry out appropriate systems or accounts checks and reconciliations.
- Learn to prepare and input journals and budget transfers.
- Learn to assist in the timely and accurate compilation of financial and statistical returns and other information such as grant claims to Government Departments within agreed deadlines.

#### **General Accountabilities**

- Learn to work within the team to achieve respective team performance measures.
- To co-operate in the implementation of the council's Health and Safety policy.

- Work within and actively promote the City Council's Inclusive Council policy in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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### **PERSON SPECIFICATION**

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<b>Reports to:</b>	Principal Accountant
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<b>Date written:</b>	June 2019

#### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• English and Maths A-C, 4-9 or equivalent</li><li>• Educated to AAT Level 2 (or Book Keeping equivalent).</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a team or group environment.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Ability to organise work effectively, accurately and meet deadlines.</li><li>• Good numeracy skills and the ability to analyse financial data and review it for reasonableness.</li><li>• Ability to communicate well.</li><li>• Ability to identify and resolve problems and errors.</li><li>• Ability to use IT skills and experience in the use of financial systems, reporting tools and Microsoft office products,</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's inclusive policies.</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Work well in a team and develop positive working relationships with colleagues.</li><li>• Commitment to acquiring awareness of current Health &amp; Safety legislation &amp; to attend relevant Health &amp; Safety training.</li><li>• Awareness of the need to identify hazards in area of responsibility and the ability to assess and manage the associated risks.</li><li>• To demonstrate a commitment to your own personal development.</li></ul>