



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Assistant Accountant Level 3 Apprentice		
<b>GRADE:</b> <b>JOB CODE:</b>	Apprentice	<b>SERVICE AREA:</b>	Finance
<b>REPORTS TO:</b>	Finance Business Partner	<b>LOCATION:</b>	Civic Centre
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• That in booking leave, regard is had to prevailing and ongoing workloads, deadlines and leave arrangements of key co-workers to ensure adequate team cover.</li> <li>• Achieved GCSE Maths and English at grade 4 or higher and a level 2 Accounting Technician or equivalent</li> <li>• Willingness to undertake Assistant Accountant Level 3 apprenticeship (and meets the minimum entry requirements for the qualification).</li> <li>• The post is for a fixed term of 18 months, and will be paid for 37 hours per week (which would be split between working in the office and attending the apprenticeship training provider to undertake training)</li> <li>• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers</li> </ul>		
<b>1. Main purpose of the job role:</b> <ul style="list-style-type: none"> <li>• To provide general financial and administrative support to the finance service whilst undertaking learning and development to progress with the Assistant Accountant Level 3 apprenticeship</li> </ul>			
<b>2. Role specific duties and accountabilities:</b> <ol style="list-style-type: none"> <li>1. Supporting the finance service through the accurate and timely processing of financial transactions and provision of administrative services.</li> <li>2. Validation of financial transactions ensuring compliance with agreed procedures.</li> <li>3. Provide support and work with members of finance and services to mitigate areas of non-compliance.</li> <li>4. Support an integrated approach by working across the service as designated.</li> <li>5. To provide support to the finance service in meeting its objectives and in its production and effectively delivery of the financial requirements of the authority.</li> <li>6. Deal efficiently and effectively with enquiries as appropriate.</li> <li>7. Willingness and ability to manage own work and take responsibility for outputs.</li> <li>8. Ability to demonstrate discretion and confidentiality.</li> <li>9. Provide support as directed for all internal / external audits</li> <li>10. Work at all times in accordance with Financial and Contract Rules.</li> <li>11. All duties must be undertaken within the Council's Equal Opportunities Policy.</li> <li>12. All duties must be undertaken within national and local Health &amp; Safety Regulations and policies on an individual and collective basis.</li> </ol>			

13. Any other duties commensurate with the post as directed by senior colleagues.

**3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



<b>JOB TITLE</b> Assistant Accountant Level 3 Apprentice		<b>GRADE:</b> Apprentice
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Ability to support and contribute towards the objectives of the finance service through the provision of financial support.	A/I	3
Analytical ability to understand and interpret information.	I/T	3
Strong numerical reasoning skills.	I/T	3
Ability to show a flexible approach to working.	A/I	3
Computer literate (preferably with experience of Microsoft Office).	A/I/T	3
Ability to communicate information to a variety of stakeholders.	A/I	3
Ability to work as part of a team and on own initiative.	A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Must have an interest / passion in developing a long-term career within a financial environment.	A/I	3
Aware of requirement to meet the needs of a variety of stakeholders.	A/I	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Achieved GCSE Maths and English at grade 4 or higher	A	
Level 2 AAT or equivalent	A/I	3

Willingness to undertake and progress at an acceptable rate the Accountancy Professional Level 3 Apprenticeship (and meets the minimum entry requirements for the qualification).		A/I	3
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	2
Awareness of, and commitment to, confidentiality and handling data		I	3
An awareness of and commitment to national and local health & safety regulations on an individual and collective basis		I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		I	3
<b>Prepared by:</b>	Ross Hutchinson	<b>Date:</b>	March 2020