

**JOB DESCRIPTION (JD)**

**AND EMPLOYEE**

**SPECIFICATION (ES)**

Standard Template

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| **Job Title:** | Accountancy Professional Level 7 Apprenticeship |
| **Grade:****Job Code:** | Degree Apprenticeship | **Service Area:** | Finance |
| **Reports to:** | Finance Business Partner | **Location:** | Civic Centre |
| **Special Conditions:** | * 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
* Willingness to undertake an Assistant Accountant Level 7 Apprenticeship (must meet the minimum entry requirements for the qualification), and progressing at an appropriate rate through the course.
* The post is for a fixed term of 36 months and will be paid for 37 hours per week (which would be split between working in the office, working from home and attending the apprenticeship training provider to undertake training).
* This post is covered by the Government’s Code of Practice on the English Language Fluency Duty for public sector workers
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| **1. Main purpose of the job role:*** To provide financial support to the finance service whilst undertaking learning and development to progress with the Accountancy Professional Level 7 Apprenticeship;
* To develop a financial skill set to progress whilst using technical knowledge, skills and experience to make accurate conclusions to support effective decision making.
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| **2. Role specific duties and accountabilities:*** Initially with support but progressing through the apprenticeship to take responsibility to effectively manage your own workload and deadlines;
* To support all officers within the service to deliver shared priorities, deadlines and ensuring a customer-focused service by providing financial support, training and guidance to cost centre managers, budget holders and other stakeholders. This will start with the responsibility for a small area or project and progressing to more significant areas / projects by year 3;
* To ensure accuracy and validity of financial data in systems which may include liaison with council colleagues and other stakeholders;
* Look to improve processes and add value to the organisation;
* To initially support and by year 3 participate fully in the efficient and effective delivery of all financial activities including:
1. Final accounts and external audit liaison;
2. Budget setting including costing of savings and investments;
3. The medium term financial planning process;
4. Grant claims in line with the grant manual and protocols;
5. Completion of government and statistical returns;
6. Support to managers with budget monitoring, forecasting, analysis of information and costings etc. as required;
7. To ensure all external and internal income is maximised, correctly recorded, recovered and reported within current frameworks and with regards to the Authority’s accountable body status;
8. Evaluation of information quickly and draw accurate conclusions to support effective decision making.
* To attend and actively participate in meetings as a representative of finance (initially with support but progressing to having the ability to attend without support);
* Responsibility for dealing effectively and proactively with customer comments, enquiries and complaints;
* Build an ability to provide clear and concise financial information including risks for the completion of reports and briefings, progressing to completion of comprehensive reports and briefings without support;
* To effectively communicate relevant information to all stakeholders in an appropriate format;
* To deputise initially for our finance business partners with a willing to work towards deputising for Lead Accountants by the end of year 3;
* To act at all times with respect, integrity and professionalism ensuring customer needs are met and services are delivered;
* Work at all times in accordance with Financial and Contract Rules, Accounting Standards, guidelines and legislation;
* All duties must be undertaken within the Council’s Equal Opportunities Policy and with regard to the Code of Conduct;
* All duties must be undertaken within national and local Health & Safety Regulations and policies on an individual and collective basis;
* Willingness to progress at an appropriate rate through the Level 7 qualification and take responsibility for own professional development;
* To work effectively as part of a team, whilst maintaining professional working relationships;
* Any other duties commensurate with the post as directed by senior colleagues.
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| **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 post holder 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.
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| **JOB TITLE** Accountancy Professional Level 7 Apprenticeship | **GRADE**  |
| 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=Ainterview=Iboth=A/Itest = T | **WEIGHT CODE**shows relative importanceLow=1Medium=2High=3 |
| [**Behaviours**](https://go.walsall.gov.uk/about_the_council/jobs_and_careers/walsall_councils_behavioural_framework_proud_to_be_a_manager): *refer to corporate behaviours document* |  |  |
| ***Professionalism*** - 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 |
| ***Leadership*** -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  |  |
| ***Accountability*** - 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 |
| ***Transparency*** - 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 |
| ***Ethical*** - 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 |
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| **Abilities/Skills:** (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 |
| **Knowledge/Experience:** 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 |
| Must have an understanding of management accounting. | A/I/T | 3 |
| Must have an understanding of budget setting techniques and processes. | A/I | 3 |
| Aware of requirement to meet the needs of a variety of stakeholders.  | A/I | 3 |
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| **Qualification:** 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 4 AAT or equivalent | A |  |
| Willingness to undertake and progress at an acceptable rate the Accountancy Professional Level 7 Apprenticeship (and meets the minimum entry requirements for the qualification). | A/I | 3 |
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| **Other Essential Requirements** |  |  |
| 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 |
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| **Prepared by:** | Ross Hutchinson | **Date:** | July  | 2020 |