

## Job Description

<b>POST TITLE:</b>	Finance Apprentice
<b>GRADE:</b>	Training & Development Grade
<b>DIRECTORATE:</b>	Resources
<b>SERVICE:</b>	Service Finance

### APPRENTICESHIP PROGRAMME

Islington Council offers a wide range of high quality apprenticeships. Alongside your job you'll complete a recognised training course related to your job role. The training may take place in the office or at a university or college and will be paid for by the Council.

### PRIMARY JOB FUNCTION

To provide financial administration as required. You will work in a supported learning environment to develop the skills and knowledge required for a Finance Apprentice. We will assist you to complete either a level 2 Accounting or level 3 Assistant Accounting qualification and progress in your future career.

### DUTIES AND RESPONSIBILITIES

1. Undertake a development programme leading to either a level 2 Accounting or level 3 Assistant Accounting qualification as part of an apprenticeship.
2. Actively participate in your own development plan under the supervision of your line manager and the training provider.
3. To work under supervision to learn financial management and administration skills including budget setting and control, input to financial systems, record keeping, filing, photocopying and answering queries.
4. Respond to employee requests for information in person, on the phone and in writing
5. Constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with your own development and that of your role.
6. Undertake other duties compatible with your learning and development as required.

**ADDITIONAL:**

7. Use information technology systems to carry out duties in the most efficient and effective manner.
8. Achieve personal appraisal targets, as agreed by your line manager. Carry out duties and responsibilities in accordance with the Council's customer care standards.
9. Be committed to the Council's core values of serving the public first, being open honest and fair, and respecting all people and communities and to demonstrate this commitment in the way duties are carried out.
10. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
11. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
12. At all times, carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).


**Post holder Declaration**

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<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

The person specification is an overview of the skills, knowledge and experience required of an apprentice. Your application will be assessed on how well you meet the specification set out below. In your application form, make sure that you answer each question referring to the requirements below and provide evidence of this to support your answers. You can draw on your experiences gained through work, study or other activities to help you provide this evidence in your application.

<b>Post Title: Finance Apprentice</b>		<b>Grade: Training &amp; Development Grade</b>
<b>REQUIREMENTS</b>		
<b>EDUCATION AND EXPERIENCE</b>		<b>A/E*</b>
<b>E1</b>	Interest and motivation to work within Finance.	<b>A/AD</b>
<b>E2</b>	Ability to meet the entry requirements of the level 2 Accounting or level 3 Assistant Accounting qualification course attached to this apprenticeship and to attend and undertake the studying and coursework required to complete the course.	<b>A/E</b>
<b>E3</b>	Have 5 GCSEs, including mathematics & English - grade C / level 4 or above (or equivalent level qualifications)	<b>A/E</b>
<b>E4</b>	Have previous experience working in Accounting or have relevant accounting qualification at level 2 ( <b><i>This requirement is only for the level 3 Assistant Accounting qualification course</i></b> )	<b>A/E</b>
<b>KNOWLEDGE, SKILLS AND ABILITY</b>		
<b>E5</b>	Ability to communicate and to present information clearly and concisely both verbal and written, with good attention to detail.	<b>A/AD</b>
<b>E6</b>	Proven Basic IT skills and ability to learn new systems.	<b>A</b>
<b>E7</b>	Ability and willingness to follow instruction and learn new tasks.	<b>A/AD</b>
<b>E8</b>	A positive attitude towards teamwork and able to work as part of a team.	<b>A/AD</b>
<b>E9</b>	Willingness to learn and to take responsibility for your own development.	<b>A/AD</b>
<b>E10</b>	Ability to organise own workload and meet deadlines.	<b>A/AD</b>
<b>E11</b>	Excellent timekeeping skills, able to attend work and college at the required times.	<b>A/AD</b>
<b>E12</b>	Commitment to completing the apprenticeship and obtaining a qualification.	<b>A/AD</b>
<b>E13</b>	Ability to display sensitivity and maintain confidentiality.	<b>A</b>
<b>E14</b>	Ability to adhere to the Council's Dignity for All policy.	<b>A/AD</b>
<b>SPECIAL REQUIREMENTS OF THE POST</b>		
<b>E15</b>	This role will require you to obtain through us an Enhanced satisfactory clearance from the Disclosure and Barring Service.	

<b>E16</b>	Eligibility to the apprenticeship scheme is open to Islington residents, Islington care leavers or former Islington school students.	<b>A/E</b>
<b>E17</b>	Currently unemployed or working no more than 16 hours a week.	<b>E</b>
<b>Assessed by: A = Application, AD = Assessment Day, E = Eligibility test</b>		