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| |  | | --- | |  | | **Finance Apprentice**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Finance Apprentice  Service Area: Finance  Directorate: Corporate Support Service  Team: Management Accountancy | Salary Grade:  **Pay in line with National Standards:**   |  |  | | --- | --- | | **25 and over** | **£8.21 per hour** | | **21 to 24 years** | **£7.70 per hour** | | **18 to 20 years** | **£6.15 per hour** | | **Under 18** | **£4.35 per hour** | |
| **Post Reports to:** Management Accountant  **Post Responsible for:** Supporting the senior accountants | |
| **Main Purpose of the Job:**  The role of the finance apprentice is to support the accountancy team with there day to day duties of managing and monitoring the councils budget. They will also play an active role in project work that that will arise throughout the year. | |
| **Summary of responsibilities and key areas:**  **Finance Duties to include:**   * Work as part of a team in delivering an effective and professional financial service. * To support and participate with the Council’s quarterly financial reporting. * To support with year-end closedown procedures. * To produce variance analysis comparing budget to actuals. * To create and maintain financial working papers. * To analyses and draw conclusions on financial information. * Ensure the Council’s best practice policies are adhered to and financial value for money is applied.   **Communication is a key part of working within the finance role and the successful candidate should be able to:**   * Possess good written and verbal communication. * Have the ability to communicate effectively with a wide ranging audience. * Share information verbally and in writing in a clear and concise way. * To be able to and comfortable with, working with confidential and sensitive data and in compliance with Data Protection regulations.   **General Overview:**   * To be organised and be able to prioritise a diverse workload. * To work positively with colleagues across the Council. * Resolve complex problems in a timely manner. * To act in a professional manner and support the council, its values and ideals in order to serve the local   population of Stockport.   * Have an understanding of the risks associated with the nature of the service you are supporting and be able   to identify areas of concern.   * Have an awareness and understanding of a changing political environment. * Proactively research information from a range of sources that will help, inform and benefit the directorate. * Be flexible to be able to adapt to a changing working environment.   **Working towards an AAT Level 3 Qualification:**   * The apprenticeship will require the successful candidate to work towards the level 3 AAT Qualification   + This means passing all required exams.   + Attending course that make up the qualification.   + Home study may be required to deal with the required amount of learning that is needed. | |
| **Job activities:**  The job will change based on the demand pressure placed on the team. The main role will be support a team of management accountants across the service.  **Brief Overview:**   * Completing journals within the financial system. * Extraction and interpretation of data from the financial system. * Assisting with savings targets proposals. * Assisting with monthly budget monitoring. * Assisting with Project work. * Meeting with Budget holders and working with them to construct a forecasting profile. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
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| **Technology –** Have experience of using spreadsheet | Essential |
| **Technology –** Have a good experience of using IT software packages | Essential |
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| **Technical -** Good communication skills | Essential |
| **Technical -** Good attention to detail | Essential |
| **Technical -** Good level of English spelling and grammar | Essential |
| **Technical -** Good IT skills | Essential |
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| **Qualifications –** GCSE’s 4-9 (A - C) Grade in English and Maths | Essential |
| **Qualifications –** 2/3 A-Level (A – C) One must be of the following (Maths / Business Studies / Economics / Physics / Chemistry)  **Or**  AAT Level 3 | Essential |
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| **General –** Ability to build Relationships with others | Essential |
| **General –** Good Problem solving and analytical skills | Essential |
| The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |