

Post: Finance Apprentice

Salary/Grade: National Living Wage – from £4.62 to £8.91 per hour (age dependant)

Hours/Days: 37 hours a week

Fixed Term – 2 Year Apprenticeship

Location, Bolsover District Council, The Arc, High Street, Clowne, Chesterfield, Derbyshire. S43 4JY

Closing Date: 16th August 2021

Interview Date: 26th August 2021

Job Details and Requirements

Bolsover District Council are recruiting an Apprentice to work in their Financial Services teams.

The successful candidate will assist in the provision of high quality financial services and learn a variety of tasks and processes within the team. They will also undertake an apprenticeship training programme to further develop their skills and knowledge within a financial environment, with an aim to obtaining a recognised accounting qualification.

We are looking for a candidate who has a willingness to learn including continuing in further education. This is an excellent opportunity to develop the skills and knowledge to further a career in a financial services environment.

Knowledge of using Microsoft applications including spreadsheets and word processing packages is essential along with good communication skills. An understanding of the basic principles of accounting and local government is desirable but not essential.

You must have 5 GCSE's (minimum grade C/4) including Maths and English or equivalent.

Contact Details

For an informal discussion about the post, please contact Theresa Fletcher, Head of Finance and Resources 01246 242458 theresa.fletcher@bolsover.gov.uk

Application Pack

If you are interested in this post, please visit the Jobs pages on the [Bolsover District Council](http://www.bolsover.gov.uk) website for more information

To apply using our online application form, please visit the [Derbyshire Jobs](http://www.derbyshire.gov.uk) website.

Please read the Guidance Notes provided before completing any application

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:



- Telephone the BDC Contact Centre on 01246 242424
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to Human Resources, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

If you have not received any communication from us within 4 weeks of the closing date, assume you have been unsuccessful and we thank you for your application.

We welcome applications from all sections of the community.

Job Description

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| Job title | Finance Apprentice |
| Reports to | Senior Accountancy Assistant |
| Direct reports | N/A |
| Grade | Living Wage – Age based |
| Salary range | Living Wage – Age based |

Job purpose

To assist in the provision of high quality financial services. To learn a variety of tasks and processes within the Financial Services section. To undertake an apprenticeship training programme.

Duties and responsibilities

1. To assist in preparing, recording and processing financial information using financial management systems and spreadsheets.
2. To assist in providing financial advice and guidance to a wide range of service users.
3. To assist with budgetary control throughout the financial year.
4. To assist in the preparation of budgets.
5. To assist in the preparation of the annual financial statements.
6. To assist in processing bank income through the cash management system.
7. To assist in processing receipts/payments due by BACS.
8. To assist in raising purchase orders and sundry debtor invoices as required.
9. Attend any relevant training courses and conferences as required.
10. To carry out all duties with awareness and regard to Health and Safety issues and adhere to safe systems of work specified in the Council's Safety Policy.
11. To be aware of and adhere to the Council's Policy on Equal Opportunities at all times.
12. To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
13. Adhere to Council standards of behaviour and Code of Conduct.

14. Such other duties commensurate with the grading of the post as may be from time to time determined.

Working conditions

Not applicable.

Physical requirements

Not applicable.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
 - Data Protection (Employees must at all times abide by the principles of the UK GDPR, Data Protection Act and Council policy and guidance)
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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| Approved by: | Theresa Fletcher |
| Date approved: | 19 July 2021 |
| Reviewed: | |

PERSON SPECIFICATION

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|---------------------------------------|-------------------------|
| Post Title: Finance Apprentice | Section: Finance |
| Directorate: | |

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| Essential Requirements | Desirable Requirements |
|-------------------------------|-------------------------------|

| Knowledge | AM | | AM |
|---|-----------|---|-----------|
| <ul style="list-style-type: none"> • Knowledge of spreadsheet and word processing packages • Understanding of the need for deadlines | a, i & c | <ul style="list-style-type: none"> • Understand the basic principles of accounting • Some understanding of local government | a & i |
| Qualifications | | | |
| <ul style="list-style-type: none"> • 5 GCSE's (minimum grade C/4) to include Maths and English | | | |
| Experience | | | |
| <ul style="list-style-type: none"> • Experience of working with Microsoft Applications • Experience of managing conflicting deadlines | a & i | <ul style="list-style-type: none"> • Experience of working in a similar or clerical based role | a & i |
| Skills | | | |
| <ul style="list-style-type: none"> • Good communication skills, both written and spoken • Ability to work as a team | a & i | | |
| Other Requirements: | | | |
| <ul style="list-style-type: none"> • A willingness to learn including continuing in further education | a & i | | |

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In

accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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| Approved by: | Theresa Fletcher |
| Date approved: | 19 July 2021 |
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