



Job Description

Post title	Finance Apprentice	Post ref	
Department	Finance Team		
Grade	6 months at Apprenticeship rate followed by National Minimum Wage rate (dependent on age) for the remainder of the Apprenticeship.		

Overall job purpose

The successful candidate will work within the Finance Team at Mansfield District Council, based in our offices within the Civic Centre on Chesterfield Road. You will work under supervision and guidance to develop skills, knowledge and experience in both finance and general administration tasks. You will work to support colleagues within the Finance department to provide a friendly, helpful and efficient service in person, by telephone, and via electronic means.

The successful candidate will study the AAT apprenticeship standard at level 2 with West Nottinghamshire College at the Derby Road site in Mansfield.

Reporting relationships

Reports to:	Group Accountants
Responsible for:	No supervisory responsibility

Key tasks and responsibilities – post specific

To support colleagues developing skills and knowledge required to assist with Finance Department processes and procedures.

To develop skills, knowledge and behaviours in general office administration tasks including arranging meetings, taking minutes, filing and data input.

To develop skills and knowledge of Accountancy, Creditors, Debtors and Budgeting processes

To develop skills required to process ledger transactions and collate data in spreadsheets

To develop the required skills and knowledge to make follow up calls and written communications where necessary

To undertake all aspects of Finance service gaining and developing an understanding of business processes and the 'hands on' approach of excellent service delivery.

To comply with Information Security and Data Protection policy and principles.

To undertake any other tasks as agreed with the Finance Department Team Leaders.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities are effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: