

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Accounting Technician Apprentice

REFERENCE NO: RES269

SALARY SCALE: National Apprenticeship Rate

HOURS OF WORK: 37 Per Week

POST NO: --

SERVICE AREA: Financial Services

RESPONSIBLE TO: Head of Financial Services

RESPONSIBLE FOR: N/A

JOB PURPOSE: Assisting in the provision of financial services to support the delivery of council services. The postholder will undertake a structured programme of work which will include studying for the AAT (Association of Accounting Technicians) qualification.

KEY RESULT AREAS:

- To train in and assist in the provision of the council's accounting service.
- To train in and assist in budgeting and budget monitoring for the council's services.
- To train in and assist in the final accounts process for the council's services.
- To train in and assist in the provision of the council's payments service.
- To train in and assist in providing financial information and support to senior colleagues within financial services.
- To train in and assist in preparing and completing Government Returns.
- To study for and successfully complete the AAT qualification.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the council's policies, including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Excellent numeracy and literacy skills	E	Application Form/ Interview
Knowledge/Experience		
Excellent knowledge and ability to use Microsoft products e.g. Office, Word, Excel.	E	Application Form/ Interview
Evidence of previous work experience e.g. through school/weekend jobs/summer jobs etc.	D	Application Form/ Interview
Knowledge of Local Government Services.	D	Application Form/ Interview
Basic understanding of the role of the Finance Service in an organisation.	D	Application Form/ Interview
Full UK driving licence.	D	Application Form/ Interview
Knowledge/Experience		
Genuine desire to pursue a career in Accountancy.	E	Application Form/ Interview
Good verbal and written communication skills.	E	Application Form/ Interview
Organised approach.	E	Application Form/ Interview
Attention to detail.	E	Application Form/ Interview
Able to work as part of a team.	E	Application Form/ Interview