

Job Description: Assistant Accountant Apprentice (Level 2)

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Assistant Accountant
Service:	Finance & Resources
Team:	Accountancy
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Lead Corporate Accountant
Responsible for:	-
OUR ORGANISATIONAL VALUES	
<p>Collaboration</p> 	We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.
<p>Wellbeing</p> 	We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
<p>Trusted</p> 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
<p>Value for Money</p> 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.
<p>Professionalism</p> 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.

PRINCIPAL PURPOSE OF THE ROLE

- The Assistant Accountant supports the corporate planning function within accountancy focusing on capital accounting and effective and efficient financial management and reporting of the Council's capital program.
- Financial support to departments including such areas as the annual budget, monthly monitoring, treasury management, statutory reporting – focusing on capital
- Support officers, providing them with high professional advice on a broad range of financial issues
- To play a significant role in the council's capital expenditure and income monitoring and control process and in preparing the council's statutory annual accounts

MAIN DUTIES AND ACCOUNTABILITIES

- Support the preparation of budgets, to assist service areas with budget projections and provide critical challenge on monthly basis, or as required
- Assist in the providing accurate financial returns, to both internal and external bodies are made on a timely basis
- To provide advice to service managers on financial matters, including interpretation and compliance with financial regulations
- Support month end and year end processes, preparing performance and other reports
- Assist with the keeping council's asset register up to date
- Undertake monthly reconciliations, validations and reporting on all aspects of the council's control function, unmatched system accruals, manual accruals, trial balance and internal recharging etc.
- Production of statistical and data for benchmarking, Freedom of Information requests and other ad hoc requests.
- Support the consolidation financial information into meaningful reports for senior managers which provide analysis, outcomes, options and recommendations linked to the overall financial position reported. To ensure that these reports are timely and accurate.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- Maintain accounting of Waverley's assets c £500 million
- Develop and monitoring of the capital programmes c £ 24

DEVELOPMENT (WHAT YOU CAN EXPECT TO LEARN AND WHAT IS EXPECTED OF YOU IN THE COURSE OF YOUR APPRENTICESHIP)

<p>3 months</p>	<ul style="list-style-type: none"> • To receive an introduction to and training in your role • To be part of a supportive environment. • To be given training in relevant IT systems. • To receive dedicated time set aside to work on your diploma. • Inclusion in team discussions/meetings. 	<ul style="list-style-type: none"> • To participate in Apprenticeship Induction. • To participate in Council Induction. • To show commitment to the diploma. • To be attentive, listen carefully and ask questions when you are unsure.
<p>6 months</p>	<ul style="list-style-type: none"> • To learn how to respond to a basic level of internal customers' enquiries. • To receive dedicated time set aside to work on your diploma. To deal with internal customers in a polite, friendly, helpful and respectful manner. • To show commitment to the diploma. 	<ul style="list-style-type: none"> • To deal with internal customers in a polite, friendly, helpful and respectful manner. • To show commitment to the diploma. • Develop work relationships and with other apprentices and colleagues delivering services.
<p>12 months</p>	<ul style="list-style-type: none"> • To receive dedicated time set aside to work on your diploma. 	<ul style="list-style-type: none"> • To show commitment to the diploma. • Fully deliver dimensions of the role as a team member.
<p>18 months</p>	<ul style="list-style-type: none"> • Assistance with developing your CV and support with applications for positions both internal and external to the Council. • To receive dedicated time set aside to work on your diploma. • 	<ul style="list-style-type: none"> • Completion of the diploma.

CUSTOMERS AND CONTACTS

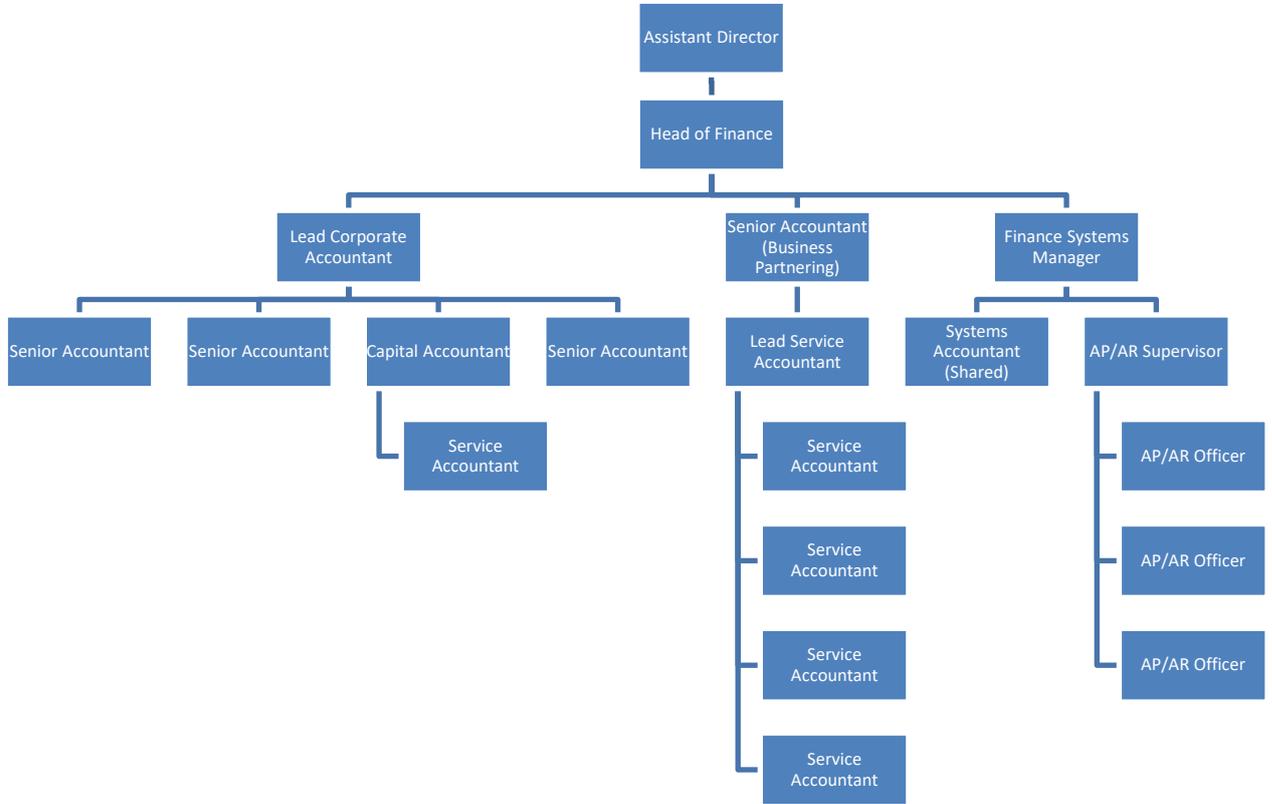
INTERNAL

- All staff at all levels

EXTERNAL

- External auditors, Government Departments, CIPFA

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	English GCSEs Math GCSEs Grade 7-9	A/C	Experience of paid or voluntary work in business environment	
KNOWLEDGE /TECHNICAL SKILLS	Demonstrate a high degree of numeracy	A/I	Experience of using accounting software	A/I
	Good understanding of Microsoft Office (e.g. Word, Excel, Outlook, Powerpoint)		Awareness of Safeguarding	
COMMUNICATION	Positive attitude when asked to complete tasks. Good listening skills. Able to understand others' points of view.	I	Experience of using a range of different communication styles in a voluntary or paid job (e.g. face-to-face, telephone, e-mail, letter).	I
CUSTOMER SERVICE	Prompt in responding to inquiries. Friendly and helpful. Able to accurately record customers' requests. Motivated to help resolve customers' problems. Understanding of and commitment to promoting equality and diversity in service delivery.	I	Experience of paid or voluntary work dealing with customers	I
TEAM WORKING	Works with other people to achieve shared goals. Deliver the work set. Treat everyone with respect.	I	Experience of team working where you have achieved a shared goal (e.g. sports team competition, school project, Scouts/Guides badges etc).	I

MANAGING SELF AND OTHERS	Reliable Able to meet deadlines	I	Experience of achieving assignment deadlines or helping to arrange an event or activity that had to run to time (e.g. school play/production, music event, school dance).	I
CAN DO APPROACH / ACHIEVING RESULTS	Takes pride in work. Responds to changing needs and circumstances. Keen to learn and develop skills	I	Experience of making improvements to an existing project or starting something new (e.g. setting up a club or society or making changes to something in school or at work that has made something work better).	I
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST*	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	I		I

* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

How assessed:

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

Basic Disclosure Clearance - Government Requirement for Accessing Council and Government Data

To comply with the Public Sector Networks (PSN) "Code of Connection", Waverley Borough Council, like other public organisations, need to undertake basic disclosure checks for unspent convictions only, in respect of those staff who will access our IT systems.

For Official Use only			
Job title:	Assistant Accountant Apprentice	Post no:	
Service:	Finance	JE score:	N/A
Team:	Accountancy	Pay band:	Apprentice
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	3	
	Team Working:	2	
	Managing Self and Others:	3	
	Can do approach/Results:	3	
REVIEWED BY:	<i>Candice Keet</i>	DATE:	21/02/2026
CHECKED IN:	HR	DATE:	
LAST UPDATED:	Vika Stupak	DATE:	12/03/2026