



SWINDON
BOROUGH COUNCIL

Job Title: Finance Apprentice	Role Profile Number: N/A
Grade: Apprentice	Date Prepared: May 2022
Directorate/Group: Finance – Finance & Assets	Reporting to: Finance Manager/Finance Services Manager
Structure Chart attached:	No

Job Purpose

- To perform tasks and activities, as detailed in the key accountabilities, to the highest standard of accuracy and within agreed timescales to ensure the efficient and effective processing of financial information.
- To diligently complete the Apprenticeship training programme, including the completion of the Association of Accounting Technician qualification level 2, 3 or 4 with the potential to progress onto the next level if appropriate.

Key Accountabilities

Task

- Complete reconciliations including investigating and correcting discrepancies
- Process payments, automatic pay runs, interface files, journals, recharges, accruals, grants and any other appropriate activities in support of maintaining accurate financial records and to assist services with effective budgetary control
- Complete routine payment runs, liaising closely with other staff to resolve any issues
- Support cash management activities
- Maintain up to date records
- Provide support for the administration of systems and the provision of reports to managers
- Assist with the production of spreadsheets in support of budget management and other financial activities
- To deal with enquiries from external and internal customers, taking ownership of query resolution and seeking support or escalating where appropriate
- Contribute to continuous improvements in processes, procedures, and controls
To provide support and cover to other areas of the wider team as and when required
- To undertake any other duties as required by your Manager

Development

- To undertake the relevant qualifications including attending college when required, completing independent study activities and highlighting any training needs.
- Fully participate in other related development opportunities and apprenticeship activities, such as supporting with careers fairs, attending network sessions and engaging in mentoring, as appropriate

Knowledge & Experience

Candidates are not expected to have specific finance-related knowledge or experience as this is an entry-level position; however we do expect the candidate to have an interest in working in the public sector, finance and be keen to learn.

We expect the post holder to have the following skills:

- Ability to work as part of a team
- Flexible, professional approach to work
- Ability to communicate effectively, both verbally and in writing
- IT skills, experience of using Microsoft Packages, particularly Excel
- Good organization and time-keeping skills
- Enthusiasm and willingness to learn

Qualifications

- 5 GCSE's including Maths and English at grade 4/C or above, or equivalent

Decision Making

- Prioritisation of work
- Reconciliation decisions are made in accordance with Council procedures and good accountancy practice
- Adhere to Data Protection Act

Creativity and Innovation

- Some creativity and innovation are required, new ideas may be needed on how to improve standards and procedures of the team.

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed <ul style="list-style-type: none">• None	Asset Responsibility	None
Typical tasks supervised/allocated to others <ul style="list-style-type: none">• None		

Contacts and Relationships

- Regular contact in person, via the telephone, Teams and email with SBC colleagues
- Flexible working environment including hybrid working