CHIEF EXECUTIVE’S DEPARTMENT

**JOB DESCRIPTION**

# **JOB TITLE**: ACCOUNTANCY APPRENTICE

**GRADE:** APPRENTICE GRADE

**BASED:** CIVIC CENTRE

**MANAGED BY:** GROUP ACCOUNTANTS

**POST REF**: AccApp

**Purpose of post**

To provide accounting support to the Corporate Finance Section.

The post holder will be rotated to ensure they are exposed to the full range of activities a trainee would require experience of for their career development.

**Key relationships**

* The post holder will report to the Group Accountant within each Departmental team and be part of the overall Corporate Finance Team.
* Finance colleagues.
* Managers and staff in departments and schools.

**Main duties and responsibilities in Year 1**

1. Assist with the maintenance and development of the Council’s Financial Management System.
2. Assist in the provision of the Integra help desk and support the Integra system.
3. Assist in the reconciliation of Resourcelink to Integra.
4. Assist in the reconciliation of holding codes.
5. Assist in the day to day management of the Council’s money market operations, including updating Treasury Live, the Council’s Treasury Management System and using the Council’s online banking system.
6. Process journals and budget amendments upon request from the Group Accountant (Corporate & Schools).
7. Assist in the processing of recharges in Integra.
8. Any other duties and responsibilities of a related nature which may be required.
9. Reconcile basic holding codes.
10. Responsible for processing recharges in Integra.
11. Demonstrate a good understanding of the Council’s coding structure.
12. Understand the difference between revenue and capital coding.
13. Assist in the production of the annual Statement of Accounts i.e. process accruals.
14. Contribute to the organisation of own workload and deadlines.
15. Produce procedure notes for new tasks.
16. Produce draft letters, memos and briefing notes.
17. Demonstrate advanced Excel / Word skills to include lookups and concatenate.
18. Be confident in the use of bespoke Accountancy software such as Integra, Resource Link.
19. On occasion, demonstrate duties to Modern Apprentices.

**Additional duties at Year 2:**

1. Assist in the production of revenue estimates, such as checking individual cost centres’ balances to resource allocation.
2. Assist in the production of salary estimates involving the assessment of a range of information.
3. Reconcile complex holding accounts i.e. Salaries and Wages Control, and interpret financial information.
4. Give advice on coding to be used.
5. Assist in updating the Asset Register.
6. Assist in the production of Notes to the Statement of Accounts.
7. Involvement in solutions to IT problems, such as pivot table solutions.
8. Give advice to budget holders on budget monitoring, such as investigating spend/orders against specific codes.
9. Contribute to annual work plan.
10. Reconcile salaries and wages downloads from Resourcelink and process into Integra.
11. Produce memos/letters and briefing notes such as notes on the Council’s Trust Funds.
12. Assist in the production of reports to Policy Committee.
13. Demonstrate advanced Excel / Word skills, to include IF statements and macros.

**Additional duties at Year 3:**

1. Produce revenue estimates for a discrete unit i.e. Emergency Planning, involving the jobholder actively arranging/programming work with senior officers.
2. Produce salary estimates for a discrete unit i.e. Emergency Planning.
3. Responsible for updating the Asset Register e.g. spend in year.
4. Provide more complex solutions to IT problems, such as suggesting using different software packages/tools to resolve information management issues.
5. Assist in development of new systems and procedures.
6. Set own deadlines.
7. Produce draft reports, such as Trust Fund Reports for Trustees.
8. Write more complex financial memos, letters and briefing notes, such as relating to the discrete unit work outlined above.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.