

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Apprentice Finance & Business Services

Vacancy ID: 009568

Salary: £8,103 - £15,106 Annually

Closing Date: 09-12-18

Benefits & Grade

Apprentice, Salary dependant on age

Contract Details

Fixed Term for 12/18 months

Contract Hours

37 hours per week

Job Description

Are you looking for an opportunity to gain a Level 2 or 3 Business Administration apprenticeship qualification whilst gaining valuable work experience? Stockton Borough Council has an exciting new opportunity within their Finance and Business Services Department. This is a great opportunity to work in a number of professional teams across the department including: Finance, Procurement, Revenues & Benefits, Information Governance, ICT Systems Support, Health & Safety, Insurance and Internal Audit (see Appendix A).

You will gain valuable work experience supporting the different teams within the department in a diverse range of administrative tasks including: data input and analysis, producing management information, dealing with telephone enquiries, working with various ICT systems and general administration duties. As a Stockton Council employee you will be provided with a mentor who will support you in developing your career and who will encourage you to try new things.

We are looking for an enthusiastic, hard-working, positive individual who is self-motivated and able to work on their own initiative as well as being a team player. The successful candidate will be committed to providing excellent service, be willing to learn and develop and will not be afraid to try new things.

As an Apprentice, you will be eligible to apply for any internal vacancies as and when they arise within the Council and upon completion of the apprenticeship you may be able to progress into a higher level apprenticeship specialising in one area within the department should an opportunity be available.

For detailed information on this role, please refer to the Job Description, Person Specification and Department Information.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Martin Skipsey, Strategic Procurement & Governance Manager, on 01642 526364 or Julie Auffret, Revenues & Benefits Manager on 01642 526662.

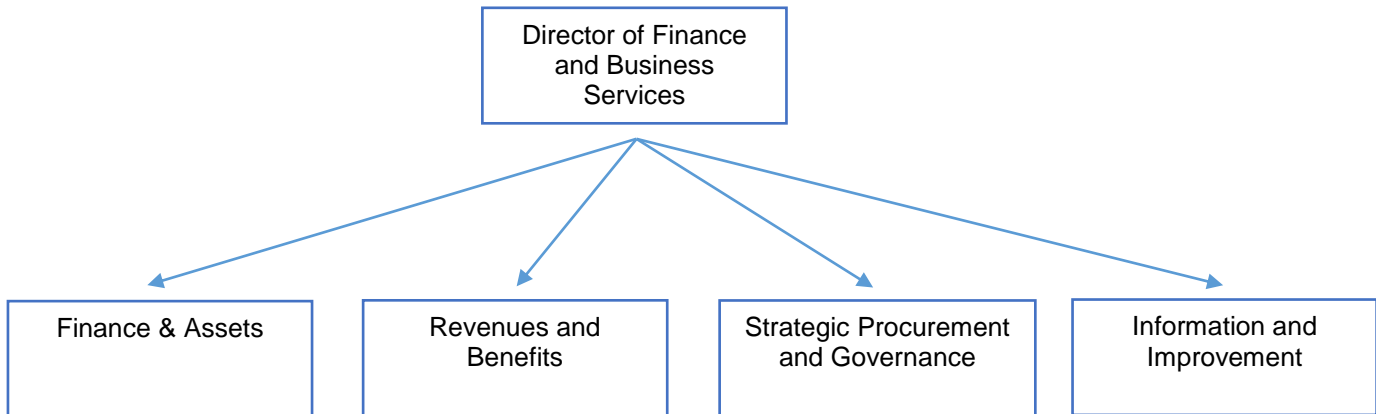
Apprenticeship opportunities are open to anyone over the age of 16 years with no upper age limit. Please note however you will be required to meet the entry requirements for the Level 2 or 3 Business Administration course which will be delivered by Learning & Skills.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

Finance and Business Services Department

The department is made up of a number of teams:



Finance and Assets

The Finance and Assets service covers a wide range of financial functions as well as being responsible for all the Council's properties and assets. Made up of 3 teams which cover the following areas:-

The Corporate and Service Strategy Teams

- Maintain & Develop the Medium Term Financial Plan including support to saving programme/service reviews
- Annual Statement of Accounts and external reporting
- Treasury Management
- Value added Tax
- School Funding

Capital and Asset Team

- Financial support to capital projects
- Appraisal of business cases for proposed projects and capital investment
- Project management of capital investment in schools and other Council buildings
- Manage Council's property portfolio e.g. disposals, acquisitions leases etc

Revenues and Benefits

This service is made up of a number of teams working closely together to achieve the very best outcomes for our customers:-

Council Tax and Benefits Processing Team – Includes Council Tax billing, discounts and exemptions; administration of Housing Benefit and Local Council Tax Support claims.

Systems and Service Development Team – Includes administration of the service's ICT systems including development and training; administration support; reconciliations, Government returns; management of the in-house enforcement service, collecting unpaid Council Tax, Business Rates and parking fines.

Collections and Business Rates Team – Includes Business Rates billing, collection and enforcement; recovery of benefit overpayments and unpaid Council Tax; fraud prevention and detection; visiting and safeguarding.

Cashiers – Management of cash offices within the Council's three Customer Service Centres located in Stockton, Billingham and Thornaby. Includes cash receipting, rent collection, the processing of car parking charges for SBC car parks, administration of Members' allowances, Cash in Transit scheme.

Welfare Support Team - Helping people to maximise their income and assisting those in crisis. Includes the administration of the Council's welfare assistance scheme, applications for discretionary payments and discounts; targeted projects/take up campaigns; welfare rights service; support for clients appealing against welfare benefit decisions including representation at Tribunals.

Strategic Procurement & Governance

The Strategic Procurement and Governance section is made up of 4 teams.

Strategic Procurement team – responsible for arranging and managing multiple contracts with suppliers to the Council. These contracts include a huge range of supplies, services and construction works worth approx. £180m per year. The team is also responsible for providing hands on support to a range of social care providers to assist them maintain high quality care to vulnerable people.

Health and Safety – the team provide competent health and safety support to the Council, schools and other partners. They provide advice, training, undertake audits of premises and services and carry out accident investigations

Internal Audit – the team provide an audit service to the Council, Darlington Council and the Tees Valley Combined Authority. The team undertakes audits to ensure internal controls are adequate, effective and prevent fraud and error.

Insurance – the team deals with approximately 500 insurance claims received by the Council, ensuring they are reviewed, defended or paid if liability attaches. Claims range from trips and slips by the public on the roads and footpaths of the borough, to motor accidents caused by refuse vehicles to claims made by employees against the Council.

Information and Improvement

Responsible for:

- Information system strategy, implementation, development and maintenance for Adults' Services and Children's Services
- Information collection, research and analysis to support strategic planning, service delivery and improvement
- Information governance including the preparation of responses to all external information requests and co-ordination of the Council's complaints processes
- Improvement advice and support to all services across the Council including the Smarter Working in Stockton (SWiS) programme

JOB DESCRIPTION

JOB TITLE: Apprentice Finance & Business Services

DURATION: 12/ 18 Months

GRADE: Apprentice

REPORTING TO: Various Managers

1. JOB SUMMARY:

- To provide clerical and administrative support within Finance and Business Services.
- To assist with the provision of an efficient, professional and customer-focussed Finance and Business Services.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

	1.	<p>To Undertake a range of administration duties including:</p> <ul style="list-style-type: none"> • Printing documents & publications • Photocopying, scanning & faxing • Receipt, distribution, collection and dispatch of mail • Cheque and petty cash handling • Raising purchase requisitions • Booking conference rooms • Booking travel • Filing & information management • Scanning and indexing • Word processing • Basic premises administration • Administrative support for meetings/ training • Taking minutes of meetings • Dealing with telephone/ email enquiries
	2.	To create and maintain spreadsheets and data bases which support the activities of the service and to analyse, interpret and produce management information in appropriate formats.
	3.	To participate in the management of financial systems and processes.
	4.	To maintain all records and systems in accordance with defined procedures and compliance requirements.
	5.	To maintain positive working relationships internal partnerships with other Council departments to ensure the efficient and effective delivery of services.

	6.	To co-operate with the implementation and introduction of revised methods of work, including those changes that may arise from the development of new technology, the introduction of new legislation and guidance or other reasons.
	7.	To respond to telephone enquiries from other Council departments and from the public.
	8.	Maintaining attendance at both work and college to enable satisfactory completion of qualifications.
	9.	Using Information Technology which includes Microsoft Office and in house systems.
	10.	To shadow Colleagues as directed.
	11.	Ensuring that current legislation and Council policies and procedures are adhered to in the provision of services.

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Apprentice Finance & Business Services	Apprentice
Directorate	Finance and Business Services	
Post Ref:	34610	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications		<ul style="list-style-type: none"> GCSE Grade C or above in English & Maths (or equivalent). 	Application form
Experience	<ul style="list-style-type: none"> Working as part of a team (this could be in a sporting, educational, work or social setting). 	<ul style="list-style-type: none"> Office experience e.g. record keeping, filing, use of standard office aids e.g. photocopier etc. 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Able to use Microsoft Office e.g. Word and Excel Legible handwriting. Good attention to detail. Be articulate and able to converse confidently in a pleasant and professional manner. Be numerate and have the ability to copy/transfer information accurately. Have the ability to understand and apply regulations and written instructions. The ability to communicate both orally and in writing 		Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> Demonstrate the Council's Behaviours which underpin the Culture Statement. Flexible approach to work. Ability to be punctual. The ability to solve problems logically 		Application / Interview

	<ul style="list-style-type: none"> • High personal standards and self-discipline in working to tight deadlines • The ability to work as an effective member of a team • Self-motivated. 		
Other requirements	<ul style="list-style-type: none"> • Smart Appearance 		Interview

Person Specification dated

Sept 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.