

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 Assistant

Vacancy ID: 009855

Salary: £8,103 - £15,106 Annually

Closing Date: 31-03-19

Benefits & Grade

Apprentice, age depending, pay award pending (see below)

Contract Details

3 posts, Fixed term for 12 months

Contract Hours

37 hours per week

Job Description

Xentrall Shared Services is a ground-breaking public/public partnership between Stockton-on-Tees and Darlington Borough Councils. A wide range of support services are delivered to Councils, Schools and Academies by the teams in Xentrall HR and Payroll, Finance, ICT and Design and Print.

We pride ourselves on delivering high quality customer focussed services and provide a great environment to work in.

We have exciting new apprenticeship opportunities within the Xentrall Finance Team, based in Bayheath House, Stockton-on-Tees.

We are looking for enthusiastic, hard-working, positive individuals who are self-motivated and would like to obtain a Level 2 Business Administration qualification, whilst gaining valuable work experience. You should be committed to providing excellent service, be willing to learn and develop, and not be afraid to try new things.

The Xentrall Finance Team is the processing or operational side of the finance function. The services include the provision of a finance system to our customers, banking and income, income collection and payments including invoices, expenses and car mileage

You will work as part of the Xentrall Finance Teams to ensure that all financial transactions with both customers and suppliers are accurate, timely and compliant with good practice and that the experience for customers and suppliers dealing with us is friendly and positive.

As a Xentrall employee you will be provided with a mentor who will support and encourage you in developing your career and you will be eligible to apply for any internal vacancies as and when they arise within the Councils.

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

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

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

The application form is available in alternative formats from 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.

Apprenticeship Rates of Pay:

Age	Annual Salary April 2018	Annual Salary April 2019
Under 18	£8,103 p.a.	£8,392 p.a.
18 to 20	£11,382 p.a.	£11,865 p.a.
21 to 24	£14,238 p.a.	£14,855 p.a.
25 and over	£15,106 p.a.	£15,839 p.a.

JOB DESCRIPTION

Directorate:

Xentrall Shared Services

Service Area:

Xentrall Finance

JOB TITLE: Apprentice Finance Assistant

GRADE: Apprentice, age dependant

REPORTING TO: Xentrall Team Leaders

1. JOB SUMMARY:

To work as part of the Xentrall Finance Teams to ensure that all financial transactions with both customers and suppliers are accurate, timely and compliant with good practice and that the experience for customers and suppliers dealing with us is friendly and positive.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1

Assist in the processing of supplier invoices and other payments and liaise with relevant requisitioners and authorisers to ensure payment is made in a timely manner

2

Assist with the preparation of sales order and credit note requests received from Services for input into the finance accounting system Business World On!

3

Enter and manage transactions in Business World On!

4

Deal with customer and supplier post, phone and email queries about payments, billing, recovery and other matters courteously, professionally and accurately

5

Take payments for services over the phone

6

Assist with the setup and updating of suppliers and customers accounts in Business World On!

7

Assist in the maintenance, completion and issue of all files, systems, records and documentation

8

Work towards individual targets and assist the teams in achieving team targets and objectives

9

Assist with printing, packing and scanning of documents issued to customers and suppliers

10

Assist in the management of the generic email boxes ensuring items are printed off and queries investigated and responded to

11

Assist with the identification and processing of income

12

General administrative duties: filing, note-booking accounts

13

Attend team and other meetings as and when required

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

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.

Job Description dated: January 2019

PERSON SPECIFICATION

Job Title/Grade	Apprentice Finance Assistant	Apprentice, age dependant
Directorate / Service Area	Xentrall Shared Services	Xentrall Finance
Post Ref:	34670	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications and Education	<ul style="list-style-type: none"> Numerate with good use of English, written and oral Demonstrable potential for further development 	<ul style="list-style-type: none"> 5 GCSE's Level A-C including Maths, English or equivalent Working towards relevant NVQ 	Application form Certificates
Experience		<ul style="list-style-type: none"> Customer service experience Previous experience in an administrative/accountancy environment Experience of using Agresso or similar finance systems 	Application / Interview/References
Skills	<ul style="list-style-type: none"> Ability to prioritise work and meet deadlines Ability to communicate by phone and email and develop excellent working relationships 	<ul style="list-style-type: none"> Experience of using Agresso or similar finance systems 	Application / Interview/References

	<ul style="list-style-type: none"> • Ability to work as part of a team as well as demonstrating own initiative • Ability to work effectively towards performance targets • Computer literacy/word processing and excel skills • Numerical ability 		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. (Flexibility, confidentiality, tact and attention to detail)		Interview/References
Other requirements			

Person Specification dated: January 2019

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.