



| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|--|
|  Stockton-on-Tees BOROUGH COUNCIL | |  Xentrall Shared Services Delivering Excellence for All | | JOB DESCRIPTION | |
| SERVICE AREA: | | | Xentrall Finance | | |
| JOB TITLE | | | Apprentice Finance Assistant | | |
| REPORTING TO: | | | Xentrall Team Leaders | | |
| APPRENTICESHIP QUALIFICATION | | | Business Administrator - L3 | | |
| APPRENTICESHIP DURATION: | | | 18 months | | |
| 1. | JOB SUMMARY: | | | | |
| | <p>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</p> <p>To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.</p> | | | | |
| 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 | | | |
| 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 | | | | |

| | | | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| | <p>post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder</p> <p>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.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>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</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>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.</p> <p>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.</p> | | |
| | Name | Signature | Date |
| Job Description written by (Manager) | | | |
| Job Description agreed by (Apprentice) | | | |

Job Description dated May 2023



PERSON SPECIFICATION

| | | |
|--------------|-------------------------------------|--|
| Job Title | Apprentice Finance Assistant | |
| Service Area | Xentrall Finance | |

| | ESSENTIAL | DESIRABLE | MEANS OF ASSESSMENT |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Qualifications | <p>Level 2 English Language & Maths qualifications - GCSE at Grade C / 4 or above or equivalent Level 2 Functional Skills (Predicted Grade or Obtained)</p> <p>PLEASE NOTE: You must not hold a Level 3 Business Administration qualification</p> | 5 x GCSEs Grade C/4 or above or equivalent Level 2 qualifications | Application form / Certificates |
| Experience | Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative | <p>Previous experience in an administrative/accountancy environment</p> <p>Experience of using Agresso or similar finance systems</p> | Application / Interview / Reference |
| Knowledge & Skills | <p>IT Skills - Microsoft Office e.g. Word and Excel.</p> <p>Communication skills - listening, spoken and written.</p> <p>Organised with a good attention to detail.</p> <p>Numerate and have the ability to copy/transfer information accurately.</p> <p>Ability to prioritise work and meet deadlines</p> | | Application / Interview / Reference |

| | | | |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------|
| Specific behaviours relevant to the post | Demonstrate the Council's Behaviours which underpin the Culture Statement. Flexible approach to work. Committed to own personal development Confidentiality and personal integrity | | Application / Interview / Reference |
| Other requirements | | | Application / Interview |

Person Specification dated **May 2023**

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------|
|  Stockton-on-Tees BOROUGH COUNCIL  Xentrall Shared Services Delivering Excellence for All | | KNOWN RISKS FOR THIS ROLE |
| Directorate: | Service Area: | |
| Xentrall Shared Services | Xentrall Finance | |
| JOB TITLE: Apprentice Finance Assistant | | |
| GRADE: National Minimum Wage for Age | | |
| JOB LOCATION / BUILDING: Bayheath House, Stockton on Tees | | |
| REPORTING TO: Xentrall Team Leader | | |

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

| Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Known Risk | Yes | No |
| Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB) | | N |
| Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9 | | N |
| Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH) | | N |

| Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment. | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Known Risk | Yes | No |
| HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus. | | N |
| Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) | | N |
| Known Risk | Yes | No |
| Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed. | | N |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------|
| Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed. | | N |
| Working at Heights - Safety Critical: Employee will be required to work at a height . | | N |
| Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage. | | N |

| Other Known Risks | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| Known Risk | Yes | No |
| Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties. | | N |
| Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i> | | N |
| Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i> | | N |
| Lone Working (including Home Working): Employee will be required to work alone. | Y | |
| DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i> | Y | |
| Any Other: Please identify any other known risks associated with this job role. | | N |

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date: