

Job Description

Post title	Finance Apprentice
Grade	N4
Directorate	Finance & Investment
Team	Finance
Reporting to	Senior Finance Business Partner
Responsible for	N/A

Job Purpose

To provide general administrative support to financial management or task management. This will include creation of basic management information systems, financial monitoring, and transactions, monitoring timelines and undertaking research and supporting the business partners in the budget monitoring process. The postholder may also be required to undertake some of the specialist duties highlighted.

Duties and responsibilities

- To assist in the organisation and provision of clerical and administrative support relating to the combined authority services.
- To undertake research and obtain information to inform decisions.
- To undertake the management of manual and computerised record / information systems, including the analysis, manipulation, and production / presentation of reports.
- Monitor relevant transaction reports to make sure these reconcile to expectations of expectations of budget holders and the finance team.
- Undertaking requisitioning processes such as raising purchase orders, receipting, processing payments in a timely and effective manner.
- Provide timely response to relevant stakeholders and ensure all requested tasks are carried out in line with line manager's expectations.
- Use of Microsoft office including outlook, teams and excel to carry out tasks requested by stakeholders.
- Regular updating of staffing and management finance reports.

- Progress through the chosen professional qualification at the expected pace set out by the training provider, including maintaining adherence with apprenticeship funding requirements.
- Set up new starters accounts on our financial reporting systems.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person specification
Job Title: Finance Apprentice

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum A-Levels or equivalent. 	<ul style="list-style-type: none"> • A-Level or equivalent in Economics, Business, Mathematics or Finance.
Experience	<ul style="list-style-type: none"> • Experience of IT systems such as Microsoft Office. 	<ul style="list-style-type: none"> • Experience working in a fast-paced environment.
Skills and Knowledge	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) • Good time management skills whilst working to multiple deadlines. • Organisational Skills – Ability to manage multiple tasks effectively, prioritise workload, and meet deadlines. • Attention to Detail – High level of accuracy in all completed work. • Communication Skills – Proficient verbal and written communication skills, with the ability to engage effectively with a variety of stakeholders. • Team Player – Collaborative approach, with the ability to work effectively within a team and support colleagues. • Problem Solving Skills – Ability to identify issues and action these as needed. • Adaptability – Flexible and responsive to changing needs and priorities within a dynamic work environment. 	<ul style="list-style-type: none"> • Understanding of how local government or public sector organisations function, especially within a combined authority setting.

Personal Qualities	<ul style="list-style-type: none">• Ambitious – Demonstrate an ambition to become a chartered accountant and develop into a competent finance professional.• Discretion and Integrity – Demonstrate a high level of integrity and discretion when handling sensitive or confidential information, with a commitment to always maintaining confidentiality.• Adaptability and willingness to embrace change.• Proactive and results orientated approach.• Committed to the principles of equality and diversity.	
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