

JOB DESCRIPTION

Finance Apprentice

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| Post Ref | Finance Apprentice |
| Reporting To | Associate Director Finance |
| Pay Band | Apprentice |

The Apprenticeship Programme

Association of Accounting Technicians (AAT) Level 3 Advanced Diploma in Accounting

This apprenticeship role will lead towards achievement of an AAT Level 3 Advanced Diploma in Accounting. Training, support and development will be provided in order to help the apprentice progress towards full competence across the required range of activities.

Achievement of this qualification at level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters.

The apprentice will work in the finance team, with exposure to other areas of the business in order to experience a wide range of activities and situations.

Job Purpose

To provide general financial support to finance staff whilst undertaking learning and development to progress with the AAT qualification over the term of the apprenticeship.

To work within the finance team supporting accurate and timely processing of financial transactions and processes.

To help maintain the integrity of information in the financial system.

Key Accountabilities:

- To undertake a learning and development programme leading to an AAT Level 3 Advanced Diploma in Accounting as part of an apprenticeship.
- To pro-actively participate in their own development plan as agreed with the line manager and assessor.

Main aspects of the role are:

- To work within the finance team supporting accurate and timely processing of financial transactions and processes.
- To help maintain the integrity of information in the financial system.

Key elements of the role will include:

- To pro-actively participate in their own development plan as agreed with the line manager and assessor
- Using, maintaining and supporting the development of Ofqual systems and processes to deliver financial activity in the organisation.
- Liaising with others across the organisation to support order processing, goods receipting, authorisations and appropriate controls within the Accounts Payable and Accounts Receivable processes
- Processing of supplier invoices and payments, handling and resolving queries that arise
- Processing journals and completing account reconciliations
- Assisting in the preparation of VAT returns
- Assisting with the production of the management accounts, including supporting others to monitor expenditure, investigate variances, and update financial forecasts
- Assisting in the preparation of the year-end financial statements, and supporting financial audits
- Undertaking other regular and ad hoc accounting or administrative activities, as required.

Corporate Accountabilities:

- Acting as a role model for Ofqual's values and professional standards
- Supporting your manager with the delivery of the business and corporate plans for your area.
- Contributing to continuous improvement in your own area of responsibility.
- Supporting your manager with risk management by reporting/escalating any identified risks or issues, as appropriate.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

Experience

| Criteria | Essential (E) or Desirable (D) |
|--|--------------------------------|
| Experience of working in a customer focused environment. | D |
| Experience of using a range of communication methods. | D |
| Experience of using MS Office applications effectively (including Excel, Word, and Outlook). | E |
| Experience of working in a team and independently to deliver against strict timescales. | D |

Skills and Abilities

| Criteria | Essential (E) or Desirable (D) |
|---|--------------------------------|
| Excellent written and oral communication skills, able to communicate information clearly and concisely with others. | E |
| Able to organise and prioritise multiple work demands sensibly and logically, and work flexibly to meet the needs of the team and the organisation. | E |
| Able to work under their own initiative, understanding when to ask questions/seek clarification | D |
| Ability to apply themselves to problem solving activities, escalating or seeking guidance where appropriate. | D |
| Able to analyse and compile data and information in a clear format accurately and with attention to detail. | D |

Knowledge including qualifications

| Criteria | Essential (E) or Desirable (D) |
|--|--------------------------------|
| Minimum of 5 GCSE passes to include GCSE English and GCSE Mathematics. | E |
| An understanding of the basic principles of finance and / or business. | D |

You will be required to evidence the essential criteria in your application, and if successful, at interview.