



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Apprentice Finance Officer

Department: Business Services

Grade: [Apprentice level 3](#)

Responsible to: Finance Manager

Purpose of the Role:

Learn to provide a professional and comprehensive finance service to the Department including support, advice, and guidance and gain the knowledge to challenge numbers where appropriate.

Key tasks:

1. Learn to support and advise budget managers in managing, monitoring and reporting on financial performance and providing financial forecasts.
2. Learn to develop good working relationships with internal and external customers, stakeholders and partners.
3. Learn to extract, analyse and report financial and management information using appropriate tools.
4. Learn to reconcile financial statements and investigate variations.
5. Learn to prepare revenue and capital estimates in accordance with approved plans and policies in consultation with departmental budget managers, ensuring compliance with corporate procedures, timescales and financial regulations.
6. Learn to undertake the closing of accounts promptly and in accordance with best professional standards and statutory requirements.
7. Learn to complete financial returns and processes including for example, grant claims and VAT self certification.
8. Learn to file, photocopy, undertake general office duties and assist colleagues within the department as a whole.
9. Participate in team meetings.

10. Participate in probationary reviews and an annual Performance Appraisal, undertaking any personnel development needs identified through this process.
11. Undertake the Level 3 Assistant accountant Apprenticeship.

Recognising that ESCC is a large organisation with a number of overarching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce your work's environmental impact.
- Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
- Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

PERSON SPECIFICATION

Essential education and qualifications

1. 5 passes at RQF Level 2, including English and Maths
2. Level 2 Accounting Technician qualification, or equivalent experience

For the purposes of enrolment on to the apprenticeship training course, we cannot accept applications from candidates with a qualification equal to or above in a related subject, or with more than 12-24 months of work experience in an administration role.

Essential key skills, abilities, knowledge, experience, values and behaviours

3. Keyboard skills.
4. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
5. Ability to follow instructions and organise yourself to complete tasks fully and on time.
6. Ability to check for accuracy and give attention to detail.
7. Ability to work collaboratively as a member of a team and be able to develop professional relationships across teams and services to achieve shared aims.
8. Ability to use technology as part of the role including Microsoft 365 including Outlook, Excel, Word, PowerPoint, Microsoft Teams
9. Understanding of a customer focussed service
10. Flexible approach to work.
11. Calm under pressure.
12. Self motivated approach to work.
13. Personal organisation skills.
14. Committed to working as a positive and constructive team member, demonstrating a collaborative and co-operative approach.
15. Ability to demonstrate how you would meet the travelling requirements of the role.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No



APPRENTICESHIPS AT EAST SUSSEX COUNTY COUNCIL

What is an apprenticeship?

Apprenticeships are a great way to start your career. They give you the opportunity to learn and train while working alongside experienced staff to give you job-specific skills. You will undertake qualifications, including a National Vocational Qualification (NVQ), with a local training provider and have a mentor or supervisor in the work place to support you.

For more information about apprenticeships visit;

www.apprenticeships.org.uk

Who can apply?

Anyone living in England, over 16 and not in fulltime education can apply to be an apprentice.

As of Sept 2010 16-18 year old apprentices' training is fully funded by the Government. For apprentices that are over 19 years old the employer is expected to make a contribution towards the training. The contribution varies according to the type of training and the training provider.

Graduates are not eligible for funded apprenticeship training.

You must be able to complete qualifications at Level 2 and, if you're doing an Accounting, Civil Engineering or ICT apprenticeship, at Level 3. You must meet the essential criteria as set out in the Job Description and Person Specification.

How long is an apprenticeship at East Sussex County Council?

Most apprenticeships take 1 year to complete at Level 2, therefore you will be on a 1 year fixed contract.

For apprenticeships in Accounting, Civil Engineering and ICT, you will take qualifications at Level 2 and 3, and be on a 2 year fixed

contract.

Support to progress into employment at East Sussex County Council

An apprenticeship will give you the knowledge, skills and experience you need to apply for a job in the area you have trained in. We will give you support to progress into employment, education or further training towards the end of your apprenticeship by providing workshops on application writing and interview skills. At the end of your contract, if you have performed well on your apprenticeship, you should be in a good position to apply for any related positions that are being advertised at East Sussex County Council.

How do I apply for an apprenticeship at East Sussex County Council?

Read the Job Description and Person Specification carefully. In order to be short-listed for an interview, you will need to show how you meet all the essential criteria by giving examples.

What happens next?

You will be contacted if your application is successful and asked to attend an interview. At the interview you will be asked a number of questions relating to the Job Description and Person Specification, and will be scored on how you meet these. You will also be asked to complete an initial assessment in Literacy and Numeracy.