**Job Profile**

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| **Provisional Job Title:** Apprentice – Children’s Services Finance | **Grade**: Apprentice range |
| **Section:** Children’s Services Finance | **Directorate:** Children’s Services |
| **Responsible to:**Senior Finance Officer | **Responsible for:****N/A** |
| **Post Number:** |  |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

To provide finance support to the Children’s Service finance team, and to the Education finance team. This will include data input to spreadsheets and databases, raising invoices for income due to the Council, and paying supplier and provider invoices. To also provide assistance to finance officers in correcting miscoded items of expenditure and income, creating and maintaining simple spreadsheets using available data, and in completing other routine and non-complex financial and administrative tasks.

**Specific Duties and Responsibilities:**

* Assisting the finance team with reporting requirements including basic data analysis

* Making payments to suppliers, service providers and to schools, using up to date data.
* Raising sales invoices for income due to the Council, and helping to recover funding, including from other local authorities for Special Need pupils in Wandsworth special schools.
* Raising purchases orders to support supplier payments.
* Assisting finance officers to make coding corrections and budget adjustments and maintaining up to date records of changes made.

* Assisting the finance officers with transaction reconciliations, including bank and procurement card reconciliations.
* Assisting the finance officers to create accurate financial working papers in simple spreadsheet formats from available data.
* Assisting finance officers to provide timely information as required for Freedom of Information requests, complaints and other external enquiries from available data.
* Assisting the finance officers in completing other routine financial and administrative duties, as required.

**Progression:**

* Producing accurate reports and management information to support decision making. This is a development area for the role. The tasks will encompass taking raw data and converting the data into information that can be used for management decision making, including trend information on costs, activities and services.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
* To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

This is a development opportunity for a bright individual with enthusiasm to take their first step on the career ladder. The successful candidate will be surrounded by experienced staff who will provide close support.

**Current Team Structure**

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| **Provisional Job Title:** Children’s Service Finance Apprentice | **Grade**: Apprentice range |
| **Section:** Children’s Services Finance | **Directorate:** Children’s Services |
| **Responsible to:** Senior Finance Officer | **Responsible for:** N/A |
| **Post Number/s:**  | **Date** April 2019 |

**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision.
* taking a team approach that values collaboration and partnership working

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge**  |
| Understanding of the role of local authorities/councils | A/I |
| Basic understanding of transactions and accurate record keeping |  |
| Basic knowledge of good customer services/customer relations |  |
| **Experience**  |
|  |  |
| **Skills**  |  |
| Inputting to and creating Excel spreadsheets | T |
| Basic Excel formula  | T |
| Simple letter and email writing | I |
| Good communication skills | I |
| Good level of maths | T |
| **Qualifications**  |  |
| N/A |  |
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1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)