**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Parking Compliance and Challenges Finance Apprentice (fixed term contract)  | **Grade**: Apprenticeship Grade Year 1 80% London Living Wage (currently £**17, 945**) Year 2 London Living Wage (currently £**22, 432**)Please note these amounts are correct and time of advertising but can be subject to change (normally increase).  |
| **Section:** Parking Compliance and Challenges Team | **Directorate:** Resources |
| **Responsible to following manager:**Krithika Ravendran | **Responsible for following staff:**None |
| **Post Number/s:**RWR0479 | **Last review date:** March 2023 |

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

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth 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 the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

* This apprenticeship role will be working with a small finance team and is therefore an opportunity to -
* process finance tasks relating to the issue of Penalty Charge Notices (i.e. parking fines) following carefully the right legislation (e.g. data protections) and operational guidance.
* follow audit requirements so that any debts can be repaid with the appropriate paperwork and procedures undertaken, therefore learning about the process of “reconciliation”.
* Undertake the Level 2 Finance Apprenticeship with an approved training provider the appropriate time will be given to undertake this qualification.

**Specific Duties and Responsibilities**

**The finance apprentice will learn how to undertake the following tasks on a regular daily and weekly basis -**

* Receiving and checking payments from different payment streams.
* Posting payments received.
* Process returned cheques and chargebacks.
* Provide financial reports for audit and management purposes.
* Run reports daily to update and action data information systems.
* Assist with weekly banking.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working 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 both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the 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.

**Team structure**

Head of Parking

Manager – Parking Compliance & Challenges

Team Leader – Parking Compliance & Challenges

Compliance and Challenges Officers

Compliance and Challenges Finance Apprentice

**Person Specification**

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**Our Values and Behaviours**

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:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Good working knowledge of MS Office, particularly Outlook and Excel | **X** |  | **A/I/T** |
| Processing payments and banking |  | **X** |  |
|  |  |  |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Prior experience of working in an Accounts Section |  | **X** | **A/I** |
| Prior experience of working in an office environment | **X** |  | **A/I** |
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| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Excellent at planning, organising and prioritising workload | **X** |  | **A/I**  |
| Able to work independently in a busy environment | **X** |  | **A/I** |
| Has a good eye for detail/numbers/analysis | **X** |  | **T** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| GCSES Grade A-C or Grade 4-9 in Maths and English or equivalent  |  | **X** | **C** |
| Accounting certificate/diploma e.g. GCSE, BTec or equivalent  |  | **X** | **C**  |
|  |  |  |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**