

Designation:	Accounting Technician Apprentice (Finance)
Grade:	Stroud 1
Hours:	37 hours per week
Location:	Ebley Mill, Stroud
Job Purpose:	To provide an efficient and effective administrative and business support to the Finance Team
Responsible to:	Financial Accountant
Responsible for:	No supervisory Responsibility

KEY DUTIES

- To undertake a development programme leading to a qualification as an Accounting Technician (level 3) as part of an apprenticeship and to actively participate in their own development plan agreed with their line manager and NVQ assessor.
- Provide an efficient and effective financial business support service to the Finance Team.
- Take ownership of a range of duties including reconciliations, debtors and creditors queries and have an understanding of treasury and audit functions.
- To be able to communicate effectively with customers, colleagues and internal/external personnel if required.
- To have an awareness of functions within the Finance department and be able to demonstrate awareness through prepared tasks.
- To follow instructions and procedures as set out by the Finance team.
- To demonstrate a positive, enthusiastic, committed and flexible attitude towards work, team members, colleagues and other persons.
- Recognising the importance and benefits of effective team working.
- Work alongside experienced Business Support, Accounting professionals whilst learning all aspects of the Business.
- To become part of an efficient Finance Team, and to provide business support in line with 'best practice' ensuring compliance to relevant policies.
- To gain an understanding of the Accounting Function within Local Government.
- To maintain confidentiality and discretion and uphold the basic Ethical Standards of an Accountant.

SKILLS AND KNOWLEDGE

- Holds at least 5 GCSEs (Grades A to C) or equivalent to include English Language and Maths
- Good written and verbal communication skills, with an eye for detail
- Competent in using computers including Microsoft Excel
- An effective team member
- Good interpersonal and customer facing skills
- Ability to empathise, maintain professionalism, display patience and politeness
- Good record keeping skills
- Good attention to detail and interest in financial matters.

TRAVEL DESIGNATION

- Casual Car user.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.