

Job Description

DIRECTORATE:	Chief Executive
DEPARTMENT:	Finance
POST:	AAT Apprentice
GRADE OF POST:	Grade 03
RESPONSIBLE TO:	Finance Manager

JOB PURPOSE:

To provide the employee with on-the-job training and experience and to support the provision of financial, administrative, and technical support to the Finance section while working towards an AAT qualification.

To undertake a mix of general financial duties and specialist project work which meets the resource needs of the department.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

Under the day-to-day management of the Finance Manager: -

- Undertake planned placements in relevant sections of the Finance department, taking into account resource needs across the section.
- Work as a member of the Finance section gaining accounting knowledge and providing support and advice to service managers and colleagues. Assisting finance colleagues in areas such as:
 - Budget setting and budget monitoring.
 - Preparation of final accounts.
 - Completion of statutory returns.
 - Financial support to Directorates
 - Ad hoc projects.
 - Grant Claims.
- Build effective working relationships with internal service managers and colleagues.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)



Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

AAT Apprentice

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Minimum of 5 GCSEs, A* to C grade including English and Mathematics or equivalent. 2 A Levels or equivalent. Good standard of numeracy and literacy. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Experience of using Microsoft Office products, in particular Word and Excel. Experience of working in an office environment. A basic understanding of finance in the public sector. 	<p>Yes</p>	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> A strong desire to acquire further knowledge and skills in a working environment. Good communication skills. An ability to work as part of a team. Ability to demonstrate good organisational skills. Excellent IT skills. Ability to carry out tasks following training and/or direction. Good attention to detail and ability to work logically and methodically. Ability to prioritise workload. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.