Job description

## Finance Assistant Apprentice

* Grade: London Living Wage
* Reports to: Javed Ahmed, Deputy Finance Manager
* Direct reports: None
* Your team: Business Partnering
* Service area: Finance
* Directorate: Resources

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| Special requirements of the post  |
| Workstyle: Desk-based worker (One office day a week minimum, plus college attendance)**Apprenticeships:** It is acknowledged that apprentices may need additional support as they progress in their professional development. As such, a higher frequency of office presence is recommended. This arrangement will be agreed with the line manager and reviewed periodically.  |
| Islington Apprenticeship criteria:* Islington resident or
* Islington care leaver or
* Islington school leaver in the last 12 months
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## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn’t be clearer: we serve. It’s in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future**.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out ‘CARE’, which is what we think public service is all about.

## Apprenticeship Programme

## Islington Council offers a wide range of high-quality apprenticeships. Alongside your job, you will complete a nationally recognised apprenticeship training course. On the job you will gain experience and skills required for your apprenticeship discipline. You will join the Finance Business Partnering team to support them to deliver excellent services to meet the resident needs of residents.

## Key responsibilities

* Undertake a development programme leading to a [Level 2 Finance Assistant](https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-3) apprenticeship qualification.
* Use the dedicated time given to complete studies and coursework.
* Actively participate in your own development. This includes carrying out duties of your role and completing coursework within agreed deadlines.
* With supervision to develop skills and experience in:
	+ **Accounting Systems and Processes** To work under supervision to learn financial management and administration skills including budget setting and control, input to financial systems, and the basics of double entry.
	+ **Basic Accounting -** Aware of basic accountancy concepts and double entry bookkeeping, understands bookkeeping controls, understand the cost recording system within an organisation, develop an understanding of the differences between financial and management Accounting.
	+ **Problem solving** Develop accounting and problem-solving skills to provide advice and support to customer’s issues and concerns
	+ **Communication** Constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with your own development and that of your role. Providing financial explanations and expertise to non-finance staff.
	+ **Attention to detail** Focussing on figures and data to ensure it is correct and accurate, ensuring reliable information is given to colleagues and input into financial systems.
	+ **Collaborative working** Support the team to undertake key financial duties, responding to colleagues requests effectively and efficiently.
* Use information technology systems to carry out duties in the most efficient and effective manner.
* Achieve personal performance targets, as agreed by your line manager.
* Be committed to the Council’s ambitions and CARE values (see above).
* Undertake other duties compatible with your learning and development as required.

### Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

## Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

### Essential and desirable criteria

#### Knowledge, experience, and skills

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| Point | Criteria description | Essential/desirable |
| 1 | Interest and motivation to work and obtain [Level 2 Finance Assistant](https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-3) qualification   | Essential |
| 2 | Ability to meet the course entry requirements: * GCSE/Level 2 equivalent in Maths and English, 4-9\*/A\*-C
* Pass course suitability assessments
 | Essential |
| 3 | Ability to communicate effectively | Essential |
| 4 | Ability to work as part of a team  | Essential |
| 5 | Ability and willingness to follow instruction and learn new tasks. | Essential |
| 6 | IT skills and ability to learn new systems. | Essential |
| 7 | Ability to adapt successfully to change | Essential |
| 8 | Excellent time management skills. | Essential |
| 9 | Ability to maintain confidentiality. | Essential |

## **Our accreditations**

 Our accreditations include Disability Confident Leader, The Mayor’s Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.