



# Role Profile

## Modern Apprentice – Finance Assistant

|               |                      |       |  |
|---------------|----------------------|-------|--|
| Reference No. |                      | Type  | Generic  |
| Service       | Finance              |       |  |
| Job Family    | Para- Professional 3 | Grade | FC5 (£50% payable in year 1, rising to a maximum of 80% in year 2) |

### Purpose

The post is for a period of 2 years and is a Modern Apprentice - Finance Assistant. The main responsibilities detailed below are representative of the range of duties covered by financial assistant posts. The principal job purpose can be described as assisting in the provision of a comprehensive financial service to support the Council's Services. The postholder will undertake a structured programme of work which will include a programme of study towards an AAT (Association of Accountancy Technician) qualification. As well as progressing through an internal training programme they will be expected to apply the skills and knowledge gained in the workplace environment. It is expected that the training period will be 2 years. The post is funded under the Modern Apprenticeship teaching programme and is supernumerary in nature

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| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken: | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility  | <b>E</b> | <b>D</b> |
|---|--|----------|----------|
| The collation and interpretation of financial data by use of spreadsheets and other software tools as appropriate.                      | One of the following: <ul style="list-style-type: none"> <li>• A minimum of 2 Nat 5s, to include English and Maths or</li> <li>• NC Business Level 5</li> <li>• And must be able to commit to a programme of study.</li> </ul> Previous experience can be considered as equivalent see SCQF Framework: <a href="http://www.scqf.org.uk/Interactive-Framework">Interactive Framework   Scottish Credit and Qualifications Framework (scqf.org.uk)</a> | x        |          |
| Assisting in compiling the annual revenue and capital budgets, and regular revenue monitoring reports for a range of Council Services   | <ul style="list-style-type: none"> <li>• Ability to communicate effectively with people at all levels, both internal and external</li> <li>• Knowledge of MS Office Package, Word, Excel etc</li> <li>• Good numerical skills</li> <li>• Ability to use own initiative</li> <li>• Ability to work to deadlines</li> </ul>  | x        |          |
| To assist in the completion of Government Grant claims and various statistical and financial returns as necessary                       | <ul style="list-style-type: none"> <li>• Good written and oral communication skills</li> <li>• Ability to work as part of a team</li> </ul>  | x        |          |
| To Assist and carry out a range of internal audit activities  | <ul style="list-style-type: none"> <li>• Ability to provide a regular and effective service</li> </ul>   | x        |          |
| Ensuring compliance with the financial regulations of the Council in any activities you will be involved in.                            | <ul style="list-style-type: none"> <li>• Knowledge of Financial Information Systems</li> <li>• Experience of working in a financial environment</li> </ul>   |          | x        |

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|---|---|---|---|
| Undertaking such other duties as might reasonably be expected to fall within the remit of the post and / or relinquish any of the above duties as may from time to time be determined.  | <ul style="list-style-type: none"> <li>HNC in relevant discipline</li> </ul>  |   | x |
| To provide support on all aspects of Financial Management activity, supporting key operational and strategic decisions, under the supervision of an Accountant / Auditor and/or Business Partner/ Team Leader to all Council Services |   |   |   |
| To carry out all work in accordance with agreed standards, guidance and procedures.   |   |   |   |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.   |   |   |   |

| <b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following: |   |   |   |
|--|---|---|---|
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| <b>Job Title (Specialists Tasks)</b>   |   |   |   |
|  |   |   |   |
|  |   |   |   |

| <b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>  |
|--|
| <b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement. |

| <b>Additional Information – the following information is available:</b>   |
|---|
| <ul style="list-style-type: none"><li>• Skills Framework (if applicable)</li><li>• <b>How</b> we work matters</li></ul> |

| <b>Expected Behaviours</b>  |
|---|
| <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p> |