**Bath & North East Somerset Council**

**Finance Apprenticeships**

**Business Support Unit**

**2024 to 2026**

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**PROGRAMME OUTLINE**

Bath and North East Somerset Council is offering a two year Apprenticeship in the Management Accounts Team within the Finance Department.

The team is responsible for providing financial and resource management support for the Council’s services which covers areas such as Education, Social Care, Safeguarding, Commissioning, Public Health, Economy and Growth, Commercial, Finance, Legal, Development, Environment and Partnership Services by:

* Promoting the efficient and effective use of resources through proactive financial and resource management advice.
* Providing comprehensive financial services including accounting, budgeting, analysis, financial systems and financial administration.
* Providing financial advice, on behalf of the s151 Officer, to the Council Executive, Overview & Scrutiny and senior management.
* Attending management meetings.

This will be a two year apprenticeship in Finance with AAT training provided by Bath College. Elements of Business Administration may be included for the first year. Moving into the 2nd year of the apprenticeship will be subject to you progressing well in their studies and at work.

The apprentice will initially work on fundamental / entry level finance duties as part of their Business Administration course but will gradually progress over the 1st or 2nd year to more specialised and technical finance functions.

At the end of 2 years the apprentices specialising in Finance will achieve a Level 3 AAT qualification.

In addition to formal learning provided by Bath College, the Council will provide access to Corporate training (e.g. Customer Services skills, coaching, IT etc.) and individual one to one supervisory meetings and Personal Development Plans.

The main place of work will be the award-winning, modern Civic Centre in Keynsham, halfway between Bath and Bristol, easily accessible via car or public transport, with a train station 5 minutes’ walk away. Council offices are currently located in Bath, Keynsham and Midsomer Norton and any travel costs incurred when travelling between offices will be reimbursed in line with the Council’s Corporate Travel Policy.

Start date: September 2024

**BATH & NORTH EAST SOMERSET COUNCIL**

FINANCE APPRENTICE – ROLE PROFILE

|  |  |
| --- | --- |
| **DEPARTMENT:** | Business Support Unit |
| **LOCATION:** | Keynsham and / or Bath |
| **JOB TITLE:** | Finance Apprentice |
| **POST NO:**  **LEVEL OF APPRENTICESHIP**  **GRADE:** | 20018  Year 1 (Level 2): Intermediate Apprentice  Year 2 (Level 3): Advanced Apprentice  £16,592 pa for the first year and £22,366 pa for the second year (rates as at 1st April 2024). |
| **RESPONSIBLE TO:** | Paul Webb  Sarah Howell |
| **MAIN PURPOSE OF THE JOB:** | 1st year: To learn about the finance environment, procedures and processes and providing financial information, support and administration.  2nd year: undertake more specialised and technical financial duties towards the Level 3 AAT qualification. |

**LEARNING FRAMEWORK: BUSINESS ADMIN/AAT**

**KEY TASKS: YEAR 1**

1. Assist others in the Finance team with the raising of debtor invoices, organisation of payment invoices, journals, virements and forecasts and other data into the relevant Finance Management System (Agresso) and other systems as appropriate.
2. Learn to produce financial reports from a range of finance systems following procedures to download and manipulate in Excel.
3. Learn to liaise with others in the organisation about the various stages of order processing, goods receipting, authorisations and checking in the Accounts Payable process.
4. Learn to respond to financial queries, including knowing how to query data on our Financial Management System (Agresso) and when to refer to others.
5. Learn to liaise with others in the organisation regarding financial queries.
6. Participate in the organisation and prioritisation of workloads in order to meet deadlines, maintain high standards at all times and learn to meet the relevant performance measurement targets.
7. In association with the team, monitor the team’s e-mail inbox and either deal with any e-mail accordingly or pass it onto another member of staff.
8. Learn to undertake general office duties and assist colleagues within the department as a whole.
9. Participate in team meetings.
10. Participate in probationary reviews and an annual Performance Review, undertaking any personnel development needs identified through this process.

**YEAR 2: FINANCIAL ACCOUNTING PLACEMENTS**

Progression to year 2 of the apprenticeship will provide the apprentice with opportunities to develop knowledge and experience in either Financial or Management Accounting. This will involve building on work done in Year 1 in addition to the following tasks / areas of work:

1. Undertake the apprenticeship training including an AAT NVQ at Level 3, and where necessary further Key Skills training.

**Financial Accounting**

1. Tasks associated with reconciliation and control.
2. Monitoring income receipts, for example capital financing and section 106 deposits.
3. Contributing to the monitoring of income from grants and aiding the completion of grant claims.
4. Monitoring different types of expenditure within the accounts.
5. Specific placements in various teams – contributing to ad hoc projects – for example the apprentice could work on developing the Council’s Inventories and Asset Management work.

**Management Accounting:**

1. Contribute to the preparation of basic budgets for defined service areas or projects, and gradually take on responsibility for small budget areas.
2. Monitor different types of expenditure, reconcile financial statements and investigate variations.
3. Produce information and reports for Accountants and others both in the team and supported services, ensuring accuracy of data at all times, and possibly attendance at meetings to present the data.
4. Produce financial reports for others, using a range of finance systems and procedures, be responsible for downloading and manipulating data and reports, using Advanced Excel tools to do this.
5. Assist accountants with other regular or ad hoc accounting or administrative tasks.
6. Participate in the organisation and prioritisation of workloads in order to meet deadlines and maintain high standards at all times.

**FINANCE APPRENTICE**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Key Skills & Abilities** | * Good keyboard skills * Good verbal communication and listening skills * Ability to communicate information clearly and accurately, both in person and when using the telephone and email * Ability to follow instructions and organise yourself to complete tasks fully and on time * Good standard of literacy and numeracy at Level 2. * Ability to check for accuracy and give attention to detail * Good team work |  | Application form  Interview |
| **Education &**  **Qualifications** | * GCSE’s (or equivalent) at Grade C or above in Maths and English |  | Certificates |
| **Knowledge** | * Knowledge of spreadsheets and word processing applications * Understanding of a customer focussed service. | * Knowledge of Excel/Database applications | Application form  Interview |
| **Personal Attributes** | * Flexible * Calm under pressure * Motivated * Good personal organisation * Team worker |  | Interview |
| Date: July 2015  Reference of Officer(s) drawing up person specifications : JV | | | |

**APPRENTICESHIPS AT BATH & NORTH EAST SOMERSET**

**What is an apprenticeship?**

Apprenticeships are a great way to start your career. They give you the opportunity to learn and train while working alongside experienced staff to give you job-specific skills. You will undertake qualifications, including a National Vocational Qualification (NVQ) and specific finance training (AAT), with a local training provider and have a mentor or supervisor in the workplace to support you.

In addition, you will have access to training opportunities provided by the council e.g. customer care, personal development, IT training, plus regular 121 support to help you develop your skills, abilities and interests.

For more information about apprenticeships visit [www.apprenticeships.org.uk](#)

**Who can apply?**

Anyone living in England, over 16 and not in full time education can apply to be an apprentice.

Training for 16-18 year old apprentices’ is fully funded by the Government. For apprentices that are over 19 years old the employer is expected to make a contribution towards the training. The contribution varies according to the type of training and the training provider.

Graduates are not eligible for funded apprenticeship training.

You must be able to complete qualifications at Level 2 and, if you’re doing an Accounting, Civil Engineering or ICT apprenticeship, at Level 3. You must meet the essential criteria as set out in the Job Description and Person Specification.

**How long is an apprenticeship at Bath & North East Somerset?**

For apprenticeships in Accounting, Civil Engineering and ICT, you will take qualifications at Level 3, and be on a learning contract for a fixed term of 2 years (moving into the 2nd year will be subject to you progressing well in your studies and at work).

**Support to progress into employment at Bath & North East Somerset**

An apprenticeship will give you the knowledge, skills and experience you need to apply for a job in the area you have trained in. We will give you support to progress into employment, education or further training towards the end of your apprenticeship by providing you with access to support for application writing and interview skills. At the end of your contract, if you have performed well on your apprenticeship, you should be in a good position to apply for any suitable positions that are being advertised at the Council.

**How do I apply for an apprenticeship at Bath & North East Somerset?**

Read the Job Description and Person Specification carefully. In order to be short-listed for an interview, you will need to show how you meet all the essential criteria by giving examples in your application.

This post is being advertised on the National Apprenticeship Scheme’s website and the Council’s Jobs website ([www.bathnes.gov.uk/jobs](#)) and you apply through either of these.

**What happens next?**

You will be contacted if your application is successful and asked to attend an interview.

At the interview you will be asked a number of questions relating to the Job Description and Person Specification, and will be scored on how you meet these.

You will also be asked to complete an initial assessment in Literacy and Numeracy.

**TERMS & CONDITIONS**

The terms and conditions that are specific to this apprenticeship post are provided below.

# Salary (rates as at 1st April 2024)

Year 1 – Advanced Apprenticeships are paid at £16,592 per annum (equivalent to about £318 per week)

Year 2 – Advanced Apprenticeship will be paid at £22,366 per annum (equivalent to about £429 per week)

Contract

These apprenticeships are for 2 years (apart from the Business Admin apprentice which is for 1 year). The positions are temporary / fixed term for 2 years and the purpose of the apprenticeship is “learning”.

The continuation of the Apprenticeship will depend on all learning elements of the programme being met (e.g. coursework, attendance at college etc). apprentices are not actually subject to a probation period so this needs to come out

**Performance Management**

All employees within the Council benefit from an annual performance review which involves the achievement of certain levels of performance which have been agreed between you and your manager at the beginning of the performance year.

Annual Leave Entitlement

Your annual leave entitlement for this post is 26days. In addition to this, you will receive 8 extra statutory days (bank holidays).

As the apprenticeship training is an important element of the job, generally annual leave will only be approved by your line manager when you are not expected to attend training, e.g. outside term time.

The annual leave year runs from 1 April to 31 March. For part time staff, entitlement is calculated proportionately to the full time equivalent, based on the number of hours you work.

**Working Hours**

This post is full time (37 hours per week). Normal office hours are 8.30am to 5.00pm. The Council operates a flexible working policy which uses the flexi time approach.

Apprentices would be expected to work Monday – Friday flexibly between the hours of 8am and 6pm apart from on their College attendance day.

The Working Time Regulations came into force on 1 October 1998. Whilst the normal working week will be variable and will comprise the necessary hours required to fulfil the obligations of the post, they should not exceed 48 hours per week averaged over a 17 week period or 40 hours per week if you are under 18 years old.

**FURTHER INFORMATION**

The closing date for this post is confirmed in the advert.

Further information about the interview arrangements will be sent to the short listed candidates.

*Please bring evidence to your interview to show you hold the qualifications required for the post.*

In the interest of economy, only those applicants required to attend interview will be contacted. Therefore, should you not receive a response from us within 3 weeks of the closing date we regret that on this occasion your application has not been successful.

**If you have any queries about the post or would like to discuss any aspects of the job in more detail, please contact Sarah Howell on 01225 395118**

**APPOINTMENT DETAILS**

Prior to appointment, you will need to complete a health statement and this must be cleared by the Council's Occupational Health Adviser. We will also need to receive two satisfactory references from your referees in addition to the health clearance before we can fully confirm your appointment.

This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

If appointed to a post where you will be working with children, young people or vulnerable adults, you will be required to complete, or already hold, an enhanced Disclosure and Barring Service check for this authority. This disclosure will need to be confirmed before we can fully confirm your appointment. Please note that having a Criminal Record does not automatically mean that an offer of appointment will be withdrawn.

Under the Asylum and Immigration Act 1996, you will also be required, if appointed, to provide evidence that you are legally entitled to work in this country. Official confirmation of your right to work in the UK will need to be confirmed. Although your National Insurance number can be provided on a P45, P60, plastic NI number card, former payslip or a letter from HM Revenue & Customs or other Government department – you will also need to show either your passport or your birth certificate.