

<b>Directorate:</b>	<b>Strategic and Corporate Services (ST)</b>
<b>Unit/Section:</b>	<b>Finance</b>
<b>Grade:</b>	<b>KR5</b>
<b>Responsible to:</b>	<b>Corporate Accountant</b>

### **Purpose of the Job:**

The Finance Apprentice Scheme provides an opportunity for those with 2 A-levels (or equivalent) to build a career within the council's Finance division.

The purpose of the scheme is to ensure an ongoing source of qualified accountants equipped with the professional skills and knowledge to become the senior finance staff of the future.

This role provides a range of project experience across the division and fully funded Association of Accounting Technicians (AAT) training, with the potential for further qualifications beyond.

### **Main duties and responsibilities:**

In addition to the required commitment to progress through the AAT qualification, good performance in the workplace will be expected throughout.

Apprentices will gain experience in multiple finance teams, which will provide a range of experiences including financial support duties, budget and accounting work. This will begin with undertaking activities of a more junior level, before increasing responsibility in line with greater experience, knowledge and professional skills.

The following activities are examples of the type of work that may be covered in the first year on the scheme:

- Processing Oracle inputs, such as Journal Transfers and code setups accurately.
- Running Oracle reports from Business Intelligence.
- Reconciling Oracle reports to ensure budgets are monitored accurately.
- Maintaining financial systems and procedures in accordance with KCC Financial Regulations
- Identifying and investigating anomalies and carrying out reconciliations.
- Assisting in the year-end closedown process.
- Dealing with correspondence and telephone calls so that all queries are dealt with promptly, appropriately and in accordance with KCC financial procedures.
- Recording accurate minutes from meetings and communicating actions effectively.
- Working with KCC budget managers to help them manage and plan their budgets effectively.

- Reconciling bank statements to control accounts and identifying discrepancies.
- Assisting with project work in the recovery stage of the Covid-19 pandemic.
- Supporting project work undertaken during the implementation of new accounting standards.
- Maintain online systems such as Microsoft SharePoint and Microsoft Teams.
- Planning and organising own work, dealing with both routine and unexpected tasks to provide support to other team members when required.
- Undertaking any other duties as appropriate to the grade and scope of the placement including any appropriate project work.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## **KCC's Roles and responsibilities**

Upon joining KCC trainees will be given a full comprehensive induction.

The Authority will provide the following training and support:

- Fully funded day release college and revision courses.
- Fully funded examination and Student Fees for candidate's first exam sittings.
- Paid leave will be given to cover: attendance at the college day release and revision courses; attendance at exams; and three days study leave per year.
- Where students do not pass an exam at the first attempt, funding of resits and paid leave to attend additional college tuition and examinations will be subject to agreement with the Kent Accountancy Trainee Scheme Manager and will be considered on a case by case basis.
- Continued support from the Finance Apprenticeship Scheme manager and a personal mentor, as well as line management support from the placement manager (which will change with each placement rotation).
- In addition to the professional training which is supported through the Apprenticeship Scheme, any other training or development needs will be addressed as required.

## Kent County Council

### Person Specification: *Finance Apprentice*

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"><li>• GCSE English and Maths (or equivalent)</li><li>• 2 -A-Levels (or equivalent)</li></ul> <p>Applicants currently studying A-Levels or equivalent qualifications where results are due Summer 2021 should provide information on the qualifications they will be completing and their predicted grades.</p>
SKILLS AND ABILITIES	<ul style="list-style-type: none"><li>• Excellent numeracy and literacy skills</li><li>• Good communication skills</li><li>• Ability to overcome problems to achieve desired outcomes</li><li>• Work cooperatively with others as part of a team</li><li>• Ability to use initiative and the correct attitude to work from home</li><li>• Cope with a demanding programme of work and study</li><li>• Ability to work to tight deadlines and maintain a high standard of work</li></ul>
KNOWLEDGE	<ul style="list-style-type: none"><li>• Good standard of computer literacy</li><li>• Awareness of the syllabus for AAT</li><li>• Awareness of local government and the public sector context</li></ul>
BEHAVIOURS AND KENT VALUES	<ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul>