Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Finance Support Apprentice
Service	Resources & Assets
Team	Finance Support Team
Location	Shute End / Remote Working
Reports to	Finance Support Team Leader
Worker Style	Hybrid – Remote working with attendance at Council offices as and when required
Responsible for	No direct responsibilities
Grade	Apprentice
Contract Type	Fixed Term Contract

Main Accountabilities	
1.	Actively complete the apprenticeship program working closely with the Finance Support Officers, Team Leaders and Corporate/Management Accountants to increase the knowledge and skills required to effectively carry out the apprenticeship.
2.	Assist with completing transactional finance processes ensuring high accuracy and working to set deadlines. Examples include, but are not limited to, supplier additions and amendments, journals, raising and receipting PO's, raising invoices/credit notes and raising payment vouchers.
3.	Effectively respond to non-complex queries received into our Business Services, Remittances and Procurement Cards mailboxes in a timely manner ensuring responses meet the needs of the customer and understand when to consult others and who to escalate queries to.
4.	Complete non-complex allocated closedown tasks at the end of financial year ensuring they are processed within the allocated deadlines. Consult the closedown timetable regularly to ensure tasks are on track and seek support if issues arise.
5.	Work alongside the Finance Support Officers to provide support to the Corporate Finance and Business Partnering teams to ensure the smooth running of daily operations and adherence to financial policies and procedures.
6.	Ensure all Finance Support processes have easy to follow procedure notes and are regularly reviewed and updated.
7.	Learn to use a variety of finance systems, such as Business World On (Unit4), HeyCentric and NatWest Bankline, to help with finance processes, receiving guidance and support where needed to develop skills.

Person Specification	Essential	Desirable
Education/Qualifications	Must meet the entry requirements for the chosen apprenticeship standard. Willingness to undertake and complete the full apprenticeship programme.	
Experience	Experience of using IT systems (e.g. Microsoft Outlook, Word and Excel).	Experience of using Excel spreadsheets.
Skills/Knowledge	Willingness to learn financial systems, processes and procedures. Ability to follow instructions, work accurately and meet deadlines. Good organisational skills with the ability to prioritise tasks. Effective communication skills and willingness to ask questions and seek support.	Basic understanding of transactional finance processes such as purchase orders, invoices, journals and credit notes.

Purpose Details	
Service Purpose	To provide an efficient and responsive finance support service to internal customers by understanding and meeting customer needs, resolving queries promptly, and sharing knowledge. The service also supports the wider Finance function by delivering timely and accurate financial processing in line with policies and deadlines, and by driving continuous improvement to help deliver the Council Plan and financial outcomes for residents, customers and clients.
Role Purpose	To support the delivery of accurate and timely transactional finance services across the Finance Support Team, while developing the knowledge, skills and behaviours required to successfully complete the apprenticeship programme. The postholder will contribute to core financial processes, maintain high-quality data and engage fully with structured learning and supervision as part of their professional development.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	Supervision received from the Finance Support Team Leaders.
Supervision Given	None
Contacts	The post holder will work closely with Finance Support Team colleagues, Corporate and Management Accountants, Purchase to Pay and Accounts Receivable as well as providing support to various colleagues across the Council such as budget managers.

Resources/Budget Management
N/A

Special Requirements
N/A

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Office / Home working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	March 2026
Evaluated by:	HR Business Partner