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| Post No. : | POST00003325 - JET636 |
| Post Title: | Accountancy Assistant Apprentice |
| Directorate: | Resources |
| Division: | Accountancy |
| Section: | N/A |
| Reports To: | Senior Accountant |
| Location: | Number One Bickerstaffe Square |
| DBS Status: | None |
| Grade: | Entry Level – National Minimum Wage for Apprentices  Accountancy Assistant Level – Grade E |

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| Role Purpose |
| Entry Level  To undertake tasks to support the accountancy service. This will involve work shadowing and assisting on tasks and projects.  Accountancy Assistant Level  To support the delivery of Accountancy’s Service Level Agreement including the preparation of budgets, final accounts, financial monitoring and financial systems administration and provision of administrative and clerical support to the Accountancy Team.  As part of the Apprenticeship, the successful candidate will be expected to undertake and complete any relevant training and to work towards the successful completion of an Association of Accounting Technicians (AAT) Level 3 Diploma in Accounting qualification, spending 20% of their contracted hours dedicated to their apprenticeship. |

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| **Main** Duties and Responsibilities |
| Entry level   * Support the preparation of regular budget monitoring information in line with corporate reporting deadlines. * Support the preparation of annual budgets for services / projects in line with approved deadlines. * Support the completion of the year-end final accounts process in accordance with all relevant guidance and statutory requirements. * Support the development of the Council’s finance system. * Assist in monitoring compliance with financial regulations, procedures and processes. * Assist in the prompt completion of grant claims, financial and statistical returns. * Participate in project teams or working groups. * Provide administrative and clerical support to the Accountancy Team e.g. raising orders, booking meeting rooms.   Accountancy Assistant Level (on completion of AAT Level 3 Diploma in Accounting)   * Prepare regular budget monitoring information in line with corporate reporting deadlines and liaise with budget holders. * Prepare annual budgets for services / projects in line with approved deadlines. * Support the completion of the year-end final accounts process in accordance with all relevant guidance and statutory requirements. * Support the development of the Council’s finance system. * Monitor compliance with financial regulations, procedures and processes. * Support the evaluation of bids for resources and service developments. * Ensure prompt completion of all grant claims, financial and statistical returns. * Assist in the preparation of business planning and forecasting models. * Support the Section 151 Officer to deliver their statutory duties. * Participate in project teams or working groups. |

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| Qualifications  For information about qualification equivalency click [here](https://www.blackpooljobs.org.uk/Documents/4127139.docx) | Please mark which are Essential or Desirable  | E/D |
| Entry Level   * Level 2: GCSEs (GCSE Grade A\*\*- C or Grades 9-4) or equivalent qualification including English and Maths * Level 3: A levels (Grade A\*- C)   Accountancy Assistant Level   * AAT Level 3 Diploma in Accounting | | E  D  E |

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| Knowledge, Skills and Experience  Required | Please mark which are Essential or Desirable  | E/D |
| Entry Level  Knowledge   * Knowledge of ICT applications such as Microsoft Word, Excel, Outlook, Teams and PowerPoint   Skills   * Good ICT skills * Ability to work both on own and as part of a team * Good communication skills, both written and verbal * Good numeracy skills * Good interpersonal skills   Experience  N/A  Accountancy Assistant Level  Knowledge   * An understanding of financial procedures and systems * Considerable knowledge of ICT applications such as Microsoft Word, Excel, Outlook, Teams and PowerPoint   Skills   * Excellent ICT skills * Ability to work both on own and as part of a team * High degree of precision and accuracy * Good communication skills, both written and verbal * Excellent numeracy skills * Good interpersonal skills * Ability to prioritise a varied workload to meet deadlines   Experience   * Considerable experience of working in an accountancy environment * Considerable experience of production of data and reports to specific deadlines | | D  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E |

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| Initiative and Independence |
| **Entry Level**  Post holder will be working from instructions, given support and training from senior members of the team.  Accountancy Assistant Level  The main tasks, activities and duties of the post are covered by recognised procedures.  The post holder is expected to work to agreed deadlines. |

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| Relationships/Nature of contacts |
| **Entry Level**  **Internal**  Working with accountancy colleagues  **External**  N/A  **Accountancy Assistant Level**  **Internal**  Work with Finance Managers, Senior Accountants and other Accountancy staff to deliver the Accountancy service offer to Directorates.  Liaise with colleagues from other Council departments including service departments and support services.  **External**  To liaise with Government Departments, other Councils, and other external bodies and agencies, as required. |

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| Responsibility for Resources (Financial, Physical, Capital, Information) |
| Entry Level  Financial Resources   * No direct responsibility for budgets * Raising orders   Physical Resources   * Laptop   Capital Resources  N/A  Information Resources   * Data   Accountancy Assistant Level  **Financial Resources**   * No direct responsibility for budgets but will support budget holders in managing their budgets. * Raising orders   **Physical Resources**   * Laptop   **Capital Resources**  **N/A**  **Information Resources**   * Data |
| Responsibility for People (including supervision/training of staff or clients) |
| **Entry Level and Accountancy Assistant Level**  None. |

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| Mental and Emotional Demands |
| **Entry Level**  **Mental Demands**  Post holder will be required to work shadow members of the Accountancy Team as part of their training, observing processes and undertaking ad hoc tasks.  **Emotional Demands**  None  **Accountancy Assistant Level**  **Mental Demands**  The role will require the ability to work to a monthly reporting timetable whilst balancing ad-hoc deadlines for tasks required by line managers and budget managers.  **Emotional Demands**  None |

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| Planning Requirements |
| **Entry Level**   * Workload is planned for the post holder. Work is subject to review.   **Accountancy Assistant Level**   * The post holder will have to plan their work around meeting the monthly and annual reporting deadlines. |

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| Key Facts and Figures |
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| Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor) | | | | | | | | | |
| Manager Assessment of Working Conditions (percentage of time involved) | | | | | | | | | |
| Manual Handling – Heavy Loads (over 25KG) | | 0% | Manual Handling – Light to Moderate (under 25KG) | | | 0% | Vibrating plant/ tools/ equipment | | 0% |
| Noise | | 0% | Repetitive work activity/ operations | | | 0% | Prolonged standing/ walking | | 0% |
| Prolonged sitting in a constrained position | | 0% | Confined spaces | | | 0% | Extremes of temperature (e.g. very hot / cold) | | 0% |
| Adverse weather conditions (e.g. frost, rain, etc.) | | 0% | Working at Height | | | 0% | Driving HGV/ LGV/ PCV/ Minibus | | 0% |
| Fumes, dusts, gases, etc. | | 0% | Solvents, oils, paints, de-greasers, etc. | | | 0% | Pesticides, herbicides, insecticides | | 0% |
| Detergent or other cleaning chemicals | | 0% | Biological hazards (e.g. vomit, urine, blood, sharps) | | | 0% | Display screen equipment | | 90% |
| The job involves working with (percentage of time involved) | | | | | | | | | |
| Plant and/or machinery | | 0% | Vehicles (including driving) | | | 0% | Electricity | | 0% |
| Welding | | 0% | Food Handling | | | 0% | Animals | | 0% |
| Working alone | | 0% | Working with vulnerable people | | | 0% | Working with people with additional needs | | 0% |
| Working with members of the public | | 0% | Other (please state): | | |  | | | |
| Frequency of Risks that may apply whilst working in a people related environment | | | | | | | | | |
| Risk of Abuse | None | | | Risk of Aggression | None | | Risk of Injury | None | |

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| Vision and Values |
| Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2019 to 2024.  Blackpool might be the biggest and the brightest but it isn’t without its challenges. We have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.  We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach and of course the true one-off that is the Blackpool Illuminations.  This Council Plan is our response to this picture. It’s our way of telling the story of our town and bringing the strands of our economy and society together so that everyone – residents, organisations and visitors – knows what we’re doing, who we’re doing it with and why we’re doing it. **Our vision for Blackpool is that we will:**Retain our position as the UK's number one family resort, with a thriving economy that supports a happy and healthy community who are proud of this unique town.**Our Priorities** We have two priorities:   * [Priority one - The economy](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-one-The-economy.aspx): Maximising growth and opportunity across Blackpool * [Priority two - Communities](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-two-Communities.aspx): Creating stronger communities and increasing resilience   Our Values  We aim to:   * Deliver **quality** * Be **fair** * Be **accountable** * Be **compassionate** * Be **trustworthy** |

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| Equal Opportunities:  We do our utmost to ensure that here is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities. |