

What our Finance and Performance team do

They help to develop and implement strategy and resource and deliver the council's strategic objectives sustainably and in the public interest. They are actively involved in all material business decisions to ensure that immediate and longer-term implications, opportunities and risks are fully considered and to ensure alignment with the councils' financial strategy. They lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

Operationally, they deliver the following services: accounts payable, accounts receivable, treasury management, insurance, VAT, capital, financial and performance reporting, budget setting, statement of accounts, advisory role to services on a day to day basis and on major projects, as well as all the many statistical and regulatory financial returns.

What does a typical day look like?

Working as an apprentice within our Finance team will include a wide range of jobs.

You will be required to provide assistance to the Creditors Officer, Debtors Officer and Bank Reconciliation Officer which will include the following:

- Scanning and processing of creditor invoices
- Raising purchase orders
- Liaising with Service areas to ensure that invoices are processed in a timely manner
- Assisting with bacs and cheque runs
- Running debtors invoices and reminders
- Allocating debtors payments
- Daily cash allocation from bank statements
- Assisting with general queries

What skills, interests and qualities do I need?

- Enjoy problem solving.
- Enjoy a varied day and working with others.
- Ability to be organised.
- Appropriate level of IT and keyboard skills including Microsoft excel and word
- Flexible approach to work.

What am I working towards and what will I achieve?

- A fully funded qualification: AAT Account Assistant Level 3 standard.
- The prospect of beginning a career path in Finance and learn from qualified experience professionals.
- An opportunity to learn life skills.