



Role Profile

Role Title	Finance Professional Apprentice
Business group and team	Business Services - Finance
Job Purpose Overview	<p>This role will provide the Apprentice with an overview of the financial dynamics and operations of FCO Services. During the Apprenticeship, time will be spent working with the various teams within the Finance community, where they will be involved in the daily routine work of the team as well as being set a series of Apprentice work project assignments. This will allow the Apprentice to become experienced in how a global government trading operation functions.</p> <p>In addition, any relevant training will be provided to ensure that once qualified, the Apprentice has the necessary background, knowledge and competence to become a full time team member and manager within finance.</p> <p>The jobholder will be required to initially obtain SC clearance before taking up duties and then DV clearance during their apprenticeship.</p>
Organisational position	As an apprentice you will be assigned into an apprentice position and have placements around Finance

Date Updated	06/02/2018	Updated By	KW		
Current / Applied Grade	Apprentice	Job evaluation date		Confirmed grade	
JOB RESPONSIBILITIES					

Main responsibilities, focusing on the required outputs:

- Engage fully with the Finance Professional Apprenticeship programme and be proactive in managing their personal development, taking forward and owning development activities
- Act with integrity at all times and adhere to the Civil Service Code
- Take a mature approach and be an ambassador for the reputation of FCO Services, the Government Finance Profession and the wider Civil Service
- Support the culture of the wider Civil Service by developing a strategic understanding of the Civil Service Reform Plan and an in depth knowledge of FCO Services and sharing their knowledge, experience and best practice among Finance colleagues in other departments
- Manage competing priorities
- Discuss any areas of concern with the apprentice manager and agree a way forward.
- Undertake training, attend courses if required, keep records, and take tests as set out in the Learning and Development Schedule and carry out such work as may be required in order to achieve the selected framework outcomes including practical experience requirements
- Complete required learning, as set out in the Learning Agreement in accordance with the timescales specified
- Be diligent, punctual, behave in a responsible manner and in accordance with the requirements of the department
- Use the Learning Agreement to identify learning activities, modules and units for completion and plan time and work accordingly to ensure completion within the timescales set; escalate to Manager if you feel you are unable to complete any activity within the timescale as soon as you are able
- Display and champion FCO Services people values

The role will include gaining practical experience requirements through participation in the following functions through a series of work placements that may include:

- Financial Transactions
- Financial Accounting
- Management Accounting
- Strategic Finance
- Planning and Analysis
- Financial Systems
- Finance Business Partnering

Placements will be structured to allow the practical experience requirements to be fulfilled and will where possible take into account the areas of specific interest of the apprentice.

KNOWLEDGE & KEY SKILLS

Essential:

- 2 GCSEs (or equivalent e.g. O Levels) grade 9 – 5 (A* - C) in Maths & English
- Business or accounting experience and/or a Level 4 qualification in a related subject
- Good personal planning and organizational skills (attention to detail)
- Excellent written and oral communication skills (interpersonal skills are key)
- Creative and intuitive approach to problem solving

Desirable:

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CORE COMPETENCES

Top three for job:

- Changing and Improving
- Collaborating and Partnering
- Delivering at Pace

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Met the requirements of the Apprenticeship Standard.
- Met the experience requirements of the accounting body

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
N	£ per annum	N
Reports to: (Role Title and Grade)		
Direct Reports: (Number and grades of staff)	None	