



Role Profile

Role Title	Accounting Apprentice
Business group and team	Finance/Business Unit Support Services
Job Purpose Overview	<p>Finance Apprenticeship scheme is an 18 month programme combining formal academic training delivered via a local college with hands-on practical experience.</p> <p>The successful candidate will be deployed at any one time to train within any of 4 sections that are:</p> <p>Billing - Responsible for the set up and maintenance of projects as well as the billing and closure of these Projects; offering support and guidance on project queries and customer billing. As well as ensuring detailed reports are created and issued to a working day timetable.</p> <p>Accounts Receivable - Responsible for credit checking and the set up of new customers, chasing any outstanding receivables, resolution of customer invoice disputes and allocation of cash.</p> <p>Accounts Payable - Responsible for day-to-day accounts payable activities to ensure payment of our supplier invoice are within terms.</p> <p>Corporate Credit Card Administration and expenses audit – Basic understanding of the corporate Credit Card function and how it is audited</p>
Organisational position	<p><i>Insert organisational chart or give brief description of where the role sits in the organisation. (To comply with our security rules, only provide the name of the job).</i></p> <p>Chief Finance Officer > BUSS Manager > Section Manager > BUSS Finance (Transactional) apprentice</p>

Date Updated	01/02/19		Updated By	A D	
Current / Applied Grade	BUSS Apprentice	Job evaluation date		Confirmed grade	BUSS Apprentice
Level of Security Clearance	SC DV	Yes No			

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

- Customer set up and maintenance on PRISM.
- Creating and issuing timely project reports
- Creating Invoices and sending them to customers
- Liaising with customers and Project Teams to ensure collection of debt within terms.
- Answering telephone and email queries.
- Set up and general maintenance of projects on PRISM
- Recording and monitoring of payments made to suppliers.
- Recording and monitoring of discrepancies, non-accounted supplier invoices and credits due for follow-up action.
- Completion of Supplier Statement Reconciliations and Invoice Hold reports.
- The payment of all supplier invoices
- Dealing with requests and queries from Project Teams to enable them to manage their projects effectively.
- Accurate allocation of payments received including bacs, transfers, cheque and credit card payments.
- Invoice/credit dispatch and validation.
- Logging customer invoice disputes and following through to resolution.
- Issuing Corporate Credit Cards to FCOS staff
- Developing effective relationships with key stakeholders internally and externally, including; Finance colleagues, service managers, suppliers and customers to help promote and engage their co-operation in both the Order to Cash and Purchase to Pay processes.
- Build self skills and capabilities; ensure correct training is undertaken where necessary for your duties to meet business needs and your own personal growth.

KNOWLEDGE AND KEY SKILLS

Essential:

- 2 GCSEs (or equivalent O level) at Grade 5/C or above in English and Maths
- Good written and verbal communication skills.
- IT literate. Familiarity with Microsoft Word and Excel.
- Demonstrate the ability to organise and prioritise work to achieve deadlines.
- Demonstrate numerical and analytical skills.
- Demonstrate the ability to work in a team as well as individually.

Desirable:

- An understanding of the inter-relationship of various finance functions/processes which support the business.
- Project Admin Experience

CORE COMPETENCES

Top three for job:

- 1 Managing a Quality Service
- 2 Delivering at Pace
- 3 Making Effective Decisions

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- 1 Formal feedback from college, team leaders and customers
- 2 Successful completion of all college work
- 3 Help towards meeting BUSS Operating Level Agreements (OLA)3

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
Y / N	£ per annum	Y / N
Reports to: (Role Title and Grade)	Section Managers	
Direct Reports: (Number and grades of staff)		