

Apprentice Finance and Compliance Assistant Grade 4 Apprentice

About the Service

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the County Council's Economy, Infrastructure and Skills Directorate (EIS). The vision for EIS is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county. Skills & Employability purpose is to improve people's lives through learning and training, leading to employment and/or increased personal fulfilment, supporting the growth of Staffordshire's economy and society:

- Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire's '16+' residents, by enabling provider partnerships and through direct delivery.
- Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.
- Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.
- Working with providers and partners to ensure that Staffordshire's social, employment and economic skills demands are met.

Reporting Relationships

Responsible to: Finance and Compliance Manager

Responsible for: None

Key Accountabilities:

1. Be supported to undertake a wide range of financial transactions including placing orders, goods receipting, ensuring the accurate and prompt payment of invoices and the maintenance of associated accurate records in accordance with the County Council's Finance and Procurement regulations.
2. Support the Service to ensure accurate records of learner data are kept on various ICT systems, including inputting, verification, and validation of data from various sources and

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- liaising with the Service's Contract & Quality Managers and External Training Providers to resolve queries.
3. Work with Contract & Quality Managers and other staff as appropriate, to support effective contract monitoring by providing administration support including production of reports, the tracking and chasing of documentation, providing effective contributions at Provider meetings.
 4. Work towards assisting the Finance & Compliance Manager with contract management, by providing administration support, including maintenance of the contract register, issuing of contract variations, carrying out compliance checks. Ensuring all documentation is signed by all parties in a timely and accurate manner, and in accordance with County Council's Procurement regulations and conditions of grant funding as appropriate.
 5. Support with responsibility for the maintenance and monitoring of all records, paper and electronic (including uploaded files to SharePoint), ensuring the appropriate retention schedules are adhered to and documents are archived accordingly in accordance with the Records Management Policy.
 6. Be supported to provide support, advice, guidance, and training in respect of financial, compliance, and administration procedures to staff within the Service, and also external Training Providers. Including Provider induction training and the production of user manuals.
 7. Work towards being holder of business card in order to make purchases on behalf of the Service team and keep records of expenditure in line with Financial Regulations.
 8. Contribute to the development of new procedures and processes to improve the efficiency and effectiveness of the service. Including an annual review of existing documentation and tracking sheets prior to the commencement of each academic year.
 9. Undertake such other general administration duties for the Service, as may be allocated from time to time, in accordance with the general nature and grading of the post.

Person Specification

Qualifications/Professional membership

- GCSE in English and Maths

Knowledge, Experience, and Skills

- Communication and Interpersonal skills
- Ability to achieve targets and respond flexibly to changing circumstances.
- Demonstrable time management skills
- Willingness to undertake training to apprenticeship standards.
- Commitment to excellent customer service and the achievement of high-quality services
- Experience of using a range of ICT software programs

This post is designated as a casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.