

## Role Profile

<b>Role:</b>	<b>Finance Officer Apprentice</b>
<b>Directorate:</b>	TfN (Finance)
<b>Contract:</b>	Two Year Fixed-term
<b>Salary:</b>	£14'000
<b>Role statement of purpose:</b>	Provide effective team support across a number of financial disciplines from basic accounting through to budgeting, procurement, financial control and audit.
<b>Reports to:</b>	Finance Manager

	<b>Key Role Outputs(KROs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i>	<b>Key Actions</b> <i>These set out how the KROs will be achieved – the activities required.</i>
<b>1.</b>	Transaction and reconciliation processing support	<ul style="list-style-type: none"> <li>) Data inputs processed to agreed procedures as directed, including but not exclusive to the following areas:               <ul style="list-style-type: none"> <li>) Notified costs transfers</li> <li>) Journals</li> <li>) Accruals provision and re-occurring adjustments performed to timetable as required</li> <li>) Maintenance records in support of the Management Accounts</li> <li>) Provide support for reconciliation processes including in relation to the receipt of credit card income and others</li> </ul> </li> </ul>
<b>2.</b>	Support the preparation of budgets and forecasts	<ul style="list-style-type: none"> <li>) Support the establishment of detailed profiled revenue and capital budgets.</li> <li>) Support team member evaluation of variances against budget.</li> </ul>
<b>3.</b>	Support presentation of monthly and other ad hoc financial reports	<ul style="list-style-type: none"> <li>) Support the drafting and production of monthly, quarterly and ad hoc financial reports.</li> <li>) Provide Support for enquiries on Management Accounting, expenditure control and budget management issues.</li> </ul>
<b>4.</b>	Support Finance team with handling of ad hoc requests	<ul style="list-style-type: none"> <li>) Internal and External enquiries dealt with to required standard</li> <li>) Provide support for analysis requests and provision of financial information for the rest of the Finance team</li> </ul>
<b>5.</b>	Support delivery of internal audit services for the assignment efficiently and effectively	<ul style="list-style-type: none"> <li>) Support the planning for individual audit assignments, including the preparation of meeting notes and obtaining supporting documentation as directed</li> <li>) Contribute to the drafting of the Terms of Reference which outlines the objectives, scope, timeframe and deliverables of the individual audit assignments.</li> </ul>

6.	Willingness to work towards attaining a recognised professional qualification.	) Willing to study and work towards attaining a professional qualification such as CIMA, ACCA.
7.	Completion of Apprenticeship related training	) Attend college as part of the programme as outlined by HR & Skills ) Complete fully all tasks and assignments/course work as a mandatory part of the Apprenticeship ) Maintain a satisfactory level of performance and behaviour in college in line with TfNs expectations of all Apprentices who represent our brand.
<b>Compulsory Outputs (COs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i>		<b>Key Actions</b> <i>These set out how the COs will be achieved – the activities required.</i>
<b>C1</b>	Ensure you comply with all applicable organisational legislation and policy:	) Safety Management System ) Dignity at Work Policy; ) Risk Management ) Data Protection ) TfGM/TfN policies and procedures ) Equality and Diversity Legislation ) TfGM/TfN Vision & Values ) Act in accordance with TfGM/TfN's behaviours and competencies
<b>C2</b>	Any other reasonable duties as required from time to time	

### Key Interdependencies

<b>Key Contacts</b>		) TfN department Managers ) TfGM Finance team ) SMT ) Procurement ) Risk Management ) External Auditors ) Legal Services ) HR Business Partner ) HR & Skills Manager ) Training Provider			
<b>Direct reports</b>		None			
<b>Budgetary responsibility</b>		None			
<b>Location</b>		TfN, 4 Piccadilly Place, Piccadilly, Manchester			
<b>Office Use Only</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>	<b>Updated</b>
Created					
By:					

<b><i>Finance Officer Apprentice (Knowledge, skills and experience required at selection stage)</i></b>	
<b>E</b>	<b>Essential Experience:</b>
E1	Experience of organising self and workload to a high standard
E2	Experience of using Microsoft Office applications
E3	Good oral and written communication skills
E4	Ability to work to tight deadlines
E5	Financial awareness and knowledge of cost management
E6	Ability to work in partnership and make positive contribution to work teams
E7	Good analytical skills
E8	Excellent spreadsheet and IT skills
E9	Systematic approach to task management
<b>D</b>	<b>Desirable experience:</b>
D1	Experience of maintaining and interrogating Databases
D2	Systematic approach to task management
<b>EQ</b>	<b>Essential Qualifications:</b>
EQ1	Educated to GCSE Grade C or above
EQ2	AS Level/BTEC or GNVQ or full/part qualified in finance related subject.
<b>DQ</b>	<b>Desirable Qualifications – Technical, Vocational or educational:</b>
DQ1	Working towards a higher level accounting qualification
DQ2	Foundation or Technical level qualification in Finance, Maths or other numerate discipline (e.g. AAT certificate in Accounting)
<b>EA</b>	<b>Essential Attributes:</b>
EA1	A commitment to deliver the agreed work plan to the timescale and standards required
EA2	A desire for career progression within a finance discipline
EA3	Flexibility in terms of an evolving workload and challenging work environment
EA4	An ability to work effectively with colleagues whose work will be impacted by your activities, and of those where you will be affected - managing the interdependencies
EA5	An ability to work without close supervision
EA7	A willingness and appetite for continuous learning and professional development
EA8	Punctual and attentive
EA9	Ability to actively seek, identify and implement opportunities for continuous improvement
EA10	Ability to communicate clearly and know when it is appropriate to be assertive