



Job Description

Finance Apprentice Level 3

Job Details	
Grade	3
Job Evaluation Number	A450
Number of Posts	4
Department	Finance
Reporting to	Finance Manager

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:



- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values

ONE TEAM
ACCOUNTABILITY AND RESPONSIBILITY
QUALITY AND INNOVATION
RELATIONSHIPS
HIGH SUPPORT HIGH CHALLENGE

Portfolio Responsibilities

Undertaking personal and professional development to become a practitioner. Able to take on the job purpose of a finance practitioner at intermediate level. Experiencing the full spectrum of activities required to develop into the role.

Key Responsibilities

Seeking opportunities across the Finance Team to learn on the job and to complete the relevant qualifications through the learning pathway.

Maintaining a log of training amounting to 20% of office time dedicated to wider training in the workplace or through external courses.

Developing a good understanding of financial regulations, technical principles and methodologies, and financial systems and processes.

Taking responsibility for routine and non-routine assignments, working independently with minimal supervision

Providing financial advice and support to non-financial managers in management of their budget.

Analysing and interpreting data from the financial management system and other databases, communicating with business colleagues, and external bodies, as appropriate.



Interrogating the financial ledger and/or business systems, effectively working and making recommendations to improve data quality, information and business processes.

Seeking improvements to working practices, including efficiencies and improving controls and compliance, working collaboratively with colleagues.

Participating in cross-financial learning processes. Including the potential requirement to work from different locations to enhance individual knowledge, and the sharing of good practice.

Key Information

Is Safeguarding Check needed?

Not Required

Will this position have Line Management Responsibility?

No

Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications

AF

Require Level 3 AAT or equivalent.

Experience

AF/I

Demonstrate experience of working accurately within procedures and achieving deadlines. Such as, in a busy administrative or educational environment.

Experience

AF/I

Demonstrate comprehensive understanding of financial regulations, technical principles and methodologies, and financial systems and processes.

Experience

AF/I

Experience of working as part of a team and contributing to team achievements.

Experience

AF/I

Demonstrate an understanding



		and uses other IT applications such as, Microsoft Word, and Outlook. Use of Microsoft Excel functionality (spreadsheets formulae etc).
Skills	AF/I	Able to work to accounting policies and providing advice and support to align with these
Skills	AF	Demonstrate confidence in approaching peers and other team members with ideas and problems.
Skills	AF	Able to obtain relevant information from service colleagues and able to review and sense-check the information.
Skills	AF	Able to identify and make suggestions for improvements to working practices.
Skills	AF	Demonstrate a positive outlook on working for Birmingham Children's Trust and effectively supports change and service improvements.
Skills	AF	Able to work as part of a team, understands team objectives, and contributes towards them.
Skills	AF	Able to present a positive image, delivers to deadline, and adheres to prescribed policies and working practices.
Skills	AF	Able to work quickly, accurately and with attention to detail.
Skills	AF	Demonstrate accuracy in data entry and analysis, and other tasks to improve ledger/system integrity/ways of working.



Skills	AF	Able to use IT systems for interrogation of transactions and producing routine business documents. Making efficiencies in current processes.
Skills	AF	Able to manage own time and prioritises work, and proactively seeks work and opportunities to add value.
Training	AF/I	Demonstrate commitment to under-take and attend training as required to expected level. Commitment to own professional development.
Training	AF/I	Able to seek opportunities to learn whilst on the job.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.