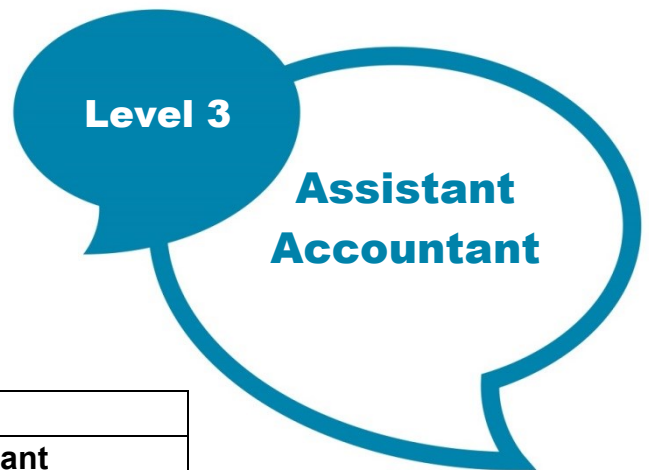


Apprenticeship Description



Date	01/02/2019
Apprenticeship Title	Assistant Accountant
Training Provider	Cumbria Colleges Group
Weekly Wage	£144.30 (if 19 years old or over, after 12 months your salary will increase to minimum wage for your age)
Working Week	Monday – Friday, 9am – 5pm
Expected Duration	18 months

Vacancy description

As an Assistant Accountant apprentice within Cumbria County Council you will receive:

- High quality training and development opportunities
- Personalised support from managers and mentors
- The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career

Key job specific activities

As an Assistant Accountant apprentice you will work with colleagues in the Accountancy and Financial Planning team which provides the following functions, helping the Council to deliver high quality services:

- Strategic planning involving preparation of the medium term financial plan and strategy, the annual revenue and capital budget and statement of adequacy of reserves
- Technical financial advice on revenue and capital projects and programmes across the Council – particularly re-shaping of Council services in the light of reducing budgets
- Preparing and contributing to the monitoring of revenue and capital budgets, supporting budget managers monthly and reporting to the Corporate Management Team (monthly) and Cabinet (quarterly)
- Supporting the development of future saving proposals and business cases for change
- Producing financial statements including the annual Statement of Accounts
- Providing training on a range of financial issues across the Council and with partners
- Managing the Cumbria Business Rate Pool working with District Councils
- Supporting Accountable Body responsibilities for the Council and advising on financial matters relating to partnership and other contractual arrangements

Key Information	
Qualifications required:	5 x GCSE at grade C / 4 or above (or equivalent) including Maths and English
Desired Skills	<p>We welcome applications from self-motivated individuals who are able to work as part of a team and are willing to learn and develop the following skills:</p> <ul style="list-style-type: none"> • Excellent communication skills • Excellent organisation and planning skills • Excellent listening and observation skills • Excellent customer services skills • Excellent levels of IT competency (Microsoft office software including Word, Excel, PowerPoint and Outlook) • Excellent time management skills
Personal Qualities and Behaviours	<p>All County Council employees must adhere to the Council Behaviours which are:</p> <ul style="list-style-type: none"> • Communicate in a clear and constructive way • Act with honesty and respect for others • Demonstrate a positive flexible attitude • Take responsibility for our actions • Be committed to one team
Training provided	
<ul style="list-style-type: none"> • Level 3 Assistant Accountant Apprenticeship <p>Cumbria County Council works with a range of high quality training providers, who deliver qualification and training courses for apprentices employed by the council.</p> <p>These training providers will undertake the initial aptitude assessments; support with the recruitment process; deliver the qualification training (and ongoing assessments) and work closely with council staff to support apprentices to successfully complete their apprenticeship and move on to further training or employment.</p>	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. 	
Other Factors	
<ul style="list-style-type: none"> • You must ensure that you are able to travel to and from the work location specified on a daily basis. A maximum of up to £15.00 per week will be paid to support your travel from home to work. • Following the successful completion of the apprenticeship programme many of our apprentices have moved on to either a higher level apprenticeship or have secured permanent employment with the council or other employers and have embarked on an exciting career pathway. Whilst there is no guarantee that a position would become available at the end of your apprenticeship, Cumbria County Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to apprentices. The skills you learn and the qualifications gained will be transferable to other roles either within the County Council or with other employers. 	