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| **Job No. - MKLA0213****Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** |
| **Service** | Finance Apprentice |
| **Reports to:** | Finance Manager |
| **Job Family** | Professional/ Technical |
| **Grade:** | Apprentice |
| **Political restricted** | N |
| **Date:** | May 24 |

**Key Deliverables**

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| **1.** | To support the finance service in the posting of accounting entries and budget amendments. |
| **2.** | To assist in the budget monitoring process through the preparation of salary projections, income tracking, bank reconciliations, and tracking of high-volume data accounts |
| **3.** | To support the Medium-Term Financial Planning process through the preparation of working papers and budget information |
| **4.** | To assist in the tracking and posting of grant income and reconciliation of control accounts |
| **5.** | To update as requested the finance pages of the website and internal intranet  |
| **6** | To work towards and successfully complete the appropriate level Accountancy Apprenticeship as determined on entry in 18 months |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Level 5 English and Maths or equivalent  |
| **2.** | Competent skills in all Microsoft applications; Excel, Word and Powerpoint  |
| **3.** | A genuine interest to work in Finance |
| **4.** | Be committed to provide excellent customer service |
| **5.** | Possess good written and communication skills with attention to detail |
| **6.** | Be confident to build strong working relationships with a variety of colleagues within the whole council |
| **7.** | Inquisitive and challenging with the ability to apply innovative and creative thinking to service challenges within a fast-paced environment. |
| **8.** | Successful achievement of the Knowledge, Skills and Behaviours required of the Accountancy Apprenticeship Standard and passing of the End Point Assessment. |