

Job Description

Job Title	Apprentice Finance Project Officer
Directorate	Finance and Resources
Service Area	Finance Improvement
Grade	AP3
Competency Level	1
Salary	£24,796
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	N/A - Apprenticeship

Job Purpose

A two-year fixed term apprenticeship undertaking an Associate Project Manager level 4 qualification, working in a supported environment to develop skills and knowledge.

The Apprentice Finance Project Support Officer's role is to provide support to the Business Improvement and Performance Officer in the delivery of key priority Finance & Resources workstreams, drive required improvements and service key directorate board meetings.

Directly Responsible For:

No line management responsibilities

Directly Responsible To:

Business Improvement and Performance Officer

Main Areas of Responsibility:

- **Supporting delivery:** Attend project progress meetings to gain a full understanding of actions and risks required for delivery of projects. Control and be accountable for maintaining and updating all project management documentation relating to allocated projects / programmes (e.g. PIDs, implementation plans, risks and issues logs, trackers and status reports).
- **Governance:** Support the effective management and operation of relevant Governance Boards and other meetings. Including arranging meetings, preparing and sending out papers, attending meetings and taking minutes, and proactively following up actions.
- **Supporting budget management:** Process invoice payments and payment requests through the SAP system.
- **Communication:** Produce correspondence, reports, other documents and power point presentations for programmes and projects.
- **Information management:** Establish and maintain effective file management systems for the Council's programmes and projects to ensure an auditable trail is available. Maintain confidentiality at all times when dealing with information.
- **Supporting best practice:** Research and provide information support to the project / programme team members as required. Always follow corporate project management processes and best practice. As part of this role you will

give detailed advice/guidance to others on the application of project management policies and procedures as and when required.

- **Professionalism:** Exercise independent judgement and initiative based on good practice and acquired knowledge in problematic situations.
- **Other:** Undertake other general and analytical support duties as required.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post will require you to sit for long periods of time and use a laptop

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- 4 GCSE's Grade A*-C/9-4 including English Language and Maths or equivalent (A)
- 3 A levels, a Level 3 Apprenticeship, or an equivalent level 3 qualification (A)

Desirable

- A desire to learn and progress by undertaking training to obtain the necessary skills and knowledge for the role including the completion of the Associate Project Manager Level 4 Apprenticeship.

Experience

Essential

- Experience of providing administrative duties in an office environment (A, I)

Desirable

- Knowledge or experience of Project Management principles
- Understanding of financial terminology
- Experience of creating and delivering presentations

Skills/Abilities

Essential

- Demonstrate excellent written and verbal communication skills (A, I)
- Well-developed, proficient IT skills including Microsoft Office Word, Outlook, Excel (A, I)
- Excellent organisational skills with the ability to prioritise own workload to meet deadlines (A, I)
- Ability to work as an effective team member (A, I)

Desirable

- Good analytical and problem-solving skills with the ability to gather, collate and interpret information.
- An enthusiasm to learn new skills and put those into practice.
- Have a keen eye with strict attention to detail.
- Ability to respond to requests for information or perform tasks to tight deadlines.
- Ability to work under pressure in a challenging environment.

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council