

## Job Description

<b>Job Title</b>	Apprentice Finance Project Officer
<b>Directorate</b>	Finance and Resources
<b>Service Area</b>	Finance Improvement
<b>Grade</b>	AP3
<b>Competency Level</b>	1
<b>Salary</b>	£24,796
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	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 Finance Improvement Lead, Business Improvement and Performance Officer and the Finance Project Team, with the management, processes and governance

structures of Finance Improvement projects and servicing key Directorate Board meetings

### **Directly Responsible For:**

No line management responsibilities

### **Directly Responsible To:**

Finance Improvement Lead

### **Main Areas of Responsibility:**

- Maintain, organise and update project documents, including project delivery plans and RAID logs, and ensure an effective management system.
- Monitor project progress, including working with the project managers to identify priority tasks and escalating risks where appropriate.
- Support the identification and mitigation of potential project risks and issues, ensuring project stay aligned with goals and objectives.
- Support the effective management and operation of relevant programme boards and other meetings. Including arranging meetings, preparing and sending out papers, liaising with key stakeholders, taking minutes and proactively following up actions.
- Compile correspondence, reports, presentations and other documentation for project managers and stakeholders.
- Assist with internal and external stakeholder engagement and communications, including supporting the coordination of workshops and events.
- Assist in the collection, analysis and presentation of data
- Track expenditures, support financial reporting and ensure compliance with financial requirements and policies.

- Help implement project management best practices and ensure deliverables meet established quality standard and frameworks.
- Assist with directorate business improvement and performance activities.

## **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