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| Job Title: | | Finance Apprentice | | Location: | | Rail House |
| Department: | | Finance & Transformation | | Reports to: | | Financial Controller/Finance Manager |
| HR Contact: | | HR Business Partner | | Financial Accountability: | |  |
| People Responsibility: | | N/A | | Is this role safety critical? | | No |
| Does the role have a dedicated deputy? | | Not at present | | Name if Yes | | Click here to enter text. |
| 1. Context of the Role: | | | | | | |
| Purpose of the job  The purpose of the job is to provide support to the Finance Business Partner team and the wider finance team in order to gain exposure to all aspects of the finance function and apply skills developed through the study of a professional accounting qualification. The post holder will be required to assist in the delivery of accurate and timely financial information both internally and externally. The post holder will also be required to undertake ad hoc assignments as required by the Finance team and wider business which may include some project work  Job accountability  The post holder will be responsible for the following:  Accounts Payable:  1. Processing of invoices through to payment  2. Suppler statement reconciliations  3. Ensure procedures are followed for matching invoices to purchase orders  4. Management of the Accounts Payable email inbox, including timely response to queries received or escalation to the appropriate Finance Business Partner  Accounts Receivable:  1. Generating and sending out invoices  2. Allocating, following up and collecting payments  3. Customer account reconciliations  4. Apply internal control procedures as necessary  Treasury:  1. Assist with maintaining the cashbook  2. Assist with bank reconciliations  3. Support with Periodic reconciliations including passenger receipts/invoice reconciliations  4. Assist with managing the daily cashflow, ensuring it reconciles back to Merseyrail’s bank statements  Management Accounts:  1. Maintenance and support with periodic reports e.g. Departmental P&L’s  2. Assist with raising accruals, providing reconciliations with detail backing to support justification of provisions  3. To support cost control and financial objective achievement through the provision of accurate and timely financial information  4. Assist in the production of month end close process and reporting across all areas of the P&L and Balance Sheet  Any other adhoc tasks as requested by the Finance Management Team | | | | | | |
| 1. Role Essentials | | | | | | |
| Decision making authority   * Provide accurate and timely data   most challenging/difficult part of the job   * Ability to deal with a large volume of data and be able to accurately present this in the Financial Ledger whilst working to the appropriate deadlines * Effective communication with internal and external stakeholders at all levels * The postholder should have an attention to detail and be able to work to tight deadlines an be flexible in their approach to their work   principle accountabilities   * Continued Professional Development * Proactive approach to managing responsibilities * Ensure accuracy and completion of data   experience, knowledge, qualifications and training   * Knowledge of Microsoft Office packages. Excellent IT skills * Excellent communication skills, both written and oral * Educated to GCSE standard or equivalent with a good standard of Maths and English (C-A\*). * Willing to undertake and complete a professional accounting qualification | | | | | | |
| 1. BEHAVIOUR ESSENTIALS   **Please refer to “Your PDR Discussion Employee Guide” for further detail on “what good looks like” for this Grade level.** | | | | | | |
| Values and Behaviours | | | How will I be measured? | | | |
| genuine   * Welcoming * Build trust and respect * Consistent and honest * Understands the customer * Respectful * Straight forward | | | * Demonstrates resilience, adaptability and patience when dealing with others * Is able to see and challenge from a different perspective * Has the ability to use common sense when applying procedures * Acts as an advisor, helping to clarify needs and issues | | | |
| Professional   * Has a positive attitude * Delivers what’s needed * Communicates clearly | | | * Shows commitment to his/her role and helps others to do the same * Is confident to challenge poor standards and practices and does so in the right way * Uses the right form of communication to get the job done | | | |
| proactive   * Focuses on improvement * Supports others * Takes responsibility | | | * Is able to help colleagues understand the purpose of a task by showing them the benefits * Provides appropriate information enabling others to make the right decisions   Takes ownership of queries/issues without unnecessarily passing them on | | | |
| inclusive   * Connected thinking * Stakeholder management * Promoting diversity | | | * Uses all available opportunities to build and strengthen a network * Listens and responds with empathy * Supports and includes all colleagues, demonstration an understanding of others needs | | | |
| Last Updated By: | Chris Maher | | Date | | 06/01/2021 | |