


## APPRENTICESHIP ROLE PROFILE AAT

Vacancy / Apprenticeship Details	(Sections below for managers to complete)
<b>Job Title:</b>	Apprentice Accounting Technician/Assistant Accountant
<b>Level of Apprenticeship:</b> <i>(Please provide indication of level i.e. 2/3/4 etc.)</i>	AAT Level 2/3
<b>Description of role / Opportunity / Purpose of role:</b> <i>(This is used as an overview of the role; aim to give a good clear picture of the responsibilities. Use Bullet points and don't overkill the role by going into too much detail)</i>	<p>Working alongside colleagues in the Accountancy section in Finance, the post holder would have the opportunity to work and gain experience in the following disciplines-</p> <ul style="list-style-type: none"> <li>• Preparing revenue and capital budgets</li> <li>• Producing budget monitoring reports on a regular basis for budget managers and the Senior Management Team</li> <li>• Meeting with budget managers to report on expenditure forecasts and to provide financial advice</li> <li>• Completing grant claims and other financial or statistical returns</li> <li>• Supporting completion of final accounts</li> <li>• Reconcile various suspense and control accounts and support in reconciling the Council's bank accounts</li> <li>• Supporting other Corporate finance and technical accounting areas</li> <li>• Gain extensive experience of working with and creation spreadsheets, data modelling.</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Willingness to learn</li> <li>• Commitment to customer care</li> <li>• Adaptability</li> <li>• Numeracy</li> <li>• IT skills</li> <li>• Written and verbal communication skills</li> <li>• Self motivated</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Experience of writing reports.</li> <li>• Ability to contribute to team working</li> <li>• Ability to work to deadlines and timetables</li> <li>• Organisational Skills</li> </ul>

<p><b>Qualifications required</b> (Enter the min Grades/qualifications you require for this role. Remember these are what you require for the role and NOT what you desire. Be Realistic!! Please enter the words ' or equivalent grades' at the end of the category for e.g. GCSE A-C English and Maths or equivalent grades)</p>	<ul style="list-style-type: none"> <li>• 5 GCSE at grade C/4 inc Maths and English</li> </ul>
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<p><b>Employer Details</b></p>	
<p><b>Employers name</b></p>	<p><b>Warwick District Council</b></p>
<p><b>Employer Description</b> Enter a sentence giving a description of the employer. Usually you can copy and paste a little narrative from the employers own website, if they have one  For example; An established insurance company, based in the West Midlands, with 25 years experience in commercial underwriting</p>	<p>The District Council provides services to over 137,000 resident living in Kenilworth, Leamington, and Warwick, and neighbouring villages. The District Council deal with issues such as waste collection, the collection of council tax, planning/building regulations, council housing and council house repairs, car parks and leisure centres.  The District Council headquarters are in Leamington Spa. It employs more than 500 people in a four storey building near to the town centre.</p>
<p><b>Employer website and logo.</b> You can opt to upload a logo which appears in the top right hand corner of the vacancy when viewing in Av.</p>	<p> <a href="http://www.warwickdc.gov.uk">http://www.warwickdc.gov.uk</a></p>