

Level 3 Business Administration Apprentice Job Description

Role Purpose

This is an entry level role aimed at bringing new talent into the organisation and offering a development opportunity to someone in our community.

The focus of this apprenticeship will be on:

- Supporting the work of the council by contributing to the delivery of services and projects managed by the Finance Service, supported by your line manager.
- Learning the knowledge, skills and behaviours required of the role.
- Undertaking a programme of work, study and training designed to develop the skills and abilities of the apprentice to achieve the Level 3 Business Administration apprenticeship standard.
- Learning to model Surrey County Council's Values.
- Carrying out the role with enthusiasm, integrity and professionalism.

Work Context

The Finance Service works closely with all services across the council on financial plans and developing financial management skills and knowledge. The role will be based in the Finance Service Improvement team, focusing on the continuous improvement of our financial management learning and development platform, the Finance Academy.

You will be responsible to your line manager and be required to carry out a range of duties to develop your skills and confidence.

Representative Accountabilities

- Undertake a course of studies and develop a broad range of skills within the requirements of the service to achieve a nationally recognised Apprenticeship.
- Develop a working knowledge of Surrey County Council's services, processes, systems and responsibilities in line with the requirements of the Apprenticeship standard.
- Provide a high standard of performance to enable the service to operate efficiently and effectively.
- Work closely with other team members to assist in a range of projects and service improvement activities.
- Through personal example promote the values and behaviours (including equalities) that underpin the Council's organisation strategy.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics

- Ability to work towards and achieve a level 3 apprenticeship
- Educated to GCSE level (or equivalent)
- GCSE 9-4/A*-C in Maths (or equivalent) or ability to work towards level 2 maths
- GCSE 9-4/A*-C in English (or equivalent) or ability to work towards level 2 English

Details of specific qualifications and/or experience required for role in line with role outputs

- Willingness to learn and the motivation to succeed
- IT literate
- Ability to work and communicate with others
- Follow instructions with attention to detail

Role summary

Roles at this level typically work as part of a team performing routine duties to support the team. They will usually have little prior knowledge or experience and will be interested in pursuing a career in the organisation but require training. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision, and training is provided for more complex tasks. There is a need to plan and prioritise work and training activities. They are given the opportunity to learn about a range of activities and procedures, developing capabilities through learning on the job and/or formal study.