L&Q Group

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role title** | Apprentice Junior Finance Analyst | | | | | | | **Date** | | 24/03/2021 | |
| **Reports to Title** | Finance Manager Business Partnering | | | | | | | **Version** | | 1 | |
| **DBS Disclosure Required:** | **Yes** |  | **No** |  | **Standard** |  | **Enhanced** |  | **Enhanced +** | |  |
| **Responsibility for End Results** | | | | | | | | | | | |
| Purpose: To support the finance business partnering team in producing and reconciling accounts at month and year end. You will engage with a range of different stakeholders. Your role will directly involve reconciling accounts, processing return, reporting on a range of different areas and posting month/yearend journals. | | | | | | | | | | | |
| **Key Responsibilities / Deliverables:** | | | | | | | | | | | |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. | | | | | | | | | | | ***Time***  ***(%)*** |
| 1. Leadership and management including customer service/ values – provide support to our business partners when required | | | | | | | | | | | 0 |
| 1. Strategy/ achieving objectives – **Business**: Understand the relevant business areas you will be involved – these can include central services and the private sector rental department **Maintain:** Maintain the reconciliations that we are required to do as part of our year-end audit and day to day operations and process returns; **Excel**: Learn to use excel and ledger interfaces to manipulate data and provide key reconciliations. | | | | | | | | | | | 5 |
| 1. Working with others – internal - collaborate with colleagues and those within the wider L&Q group as required to understand business and aid professional development. | | | | | | | | | | | 10 |
| 1. Working with others – external - Maintain relationships with key stakeholders, partners, and other professional agencies and providers providing first class customer service. | | | | | | | | | | | 10 |
| 1. Budgetary responsibility - Contribute towards the control of budgets within the department by helping to produce reports and reconciliations for use within and outside the department. | | | | | | | | | | | 0 |
| 1. Compliance - Ensure Finance, regulatory & governance compliance for areas under the job holder’s control. | | | | | | | | | | | 10 |
| 1. Records and systems – help to maintain and take ownership of reconciliations, month end journals and reports as part of the role. | | | | | | | | | | | 60 |
| 1. Risks - Manage risks associated with areas under the jobholder’s control. Ensure that effective controls are in place to highlight and limit risk. | | | | | | | | | | | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | | | |
| None | | | | |
| **People Responsibility:**  Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | | | |
|  | | | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | | | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. | | | | |
|  | | | | |
| **Technical Knowledge/Skills** | | | |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications | | | |
| * GCSE English, Maths at grade C/4 or above (or equivalent) - **Essential** | * High level of written and verbal communication skills - **Essential** | | |
| * Hold or be predicted to achieve at least 3 C’s at A level or equivalent - **Essential** | * Excellent organisation, planning and co-ordination skills - **Essential** | | |
| * Self motivated and able to work to deadlines – **Essential** | * Commitment to providing high levels of customer satisfaction - **Essential** | | |
| * Finance knowledge/experience - **Desirable** | * Computer literate with a good proven competency in MS Office - **Essential** | | |
| **L&Q Values** | | | |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviors and actions. | | | |
| **People** | | | |
| * We care about the happiness and wellbeing of our customers and employees | | | |
| **Passion** | | | |
| * We approach everything with energy, drive, determination and enthusiasm | | | |
| **Inclusion** | | | |
| * We draw strength from our differences and work collaboratively | | | |
| **Responsibility** | | | |
| * We own problems and deliver effective, lasting solutions | | | |
| **Impact** | | | |
| * We measure what we do by the difference we make | | | |
| **Other** | | | |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | | | |