L&Q Group

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| **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.
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| **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**
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| * 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**
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| * Self motivated and able to work to deadlines – **Essential**
 | * Commitment to providing high levels of customer satisfaction - **Essential**
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| * Finance knowledge/experience - **Desirable**
 | * Computer literate with a good proven competency in MS Office - **Essential**
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| **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
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| **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
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