



## ADUR & WORTHING COUNCILS

### Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Sustainability, Digital and Resources
<b>Post Title</b>	Administration Apprentice
<b>Post Number</b>	
<b>Accountable to</b>	Income and Payments Manager
<b>Key leadership relationships</b>	<p><b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p><b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
<b>Work style</b>	This role falls within the Blended Working Policy
<b>Last updated</b>	October 2024

## Job Description - Principal purpose of job (role summary)

As the Administration Apprentice you will support the Income and Payments Manager to support the Income and payments function. Assisting income and payment officers in the day to day work required to ensure efficient processing of debtor, creditor and cash transactions and provide administration support to the payroll and insurance function.

Alongside these responsibilities, the post holder will be expected to demonstrate a commitment to their apprenticeship development by attending relevant training courses and successfully completing exams at the appropriate level. Working within an experienced team this fixed-term role is designed as the first step towards a successful career in local government.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: <ul style="list-style-type: none"> <li>• We listen</li> <li>• We say what we think &amp; do what we say</li> <li>• We are inclusive &amp; kind</li> <li>• We are ambitious</li> <li>• We think &amp; act beyond ourselves and our service</li> <li>• We are a team</li> </ul>
Promote the service and Councils positively at all times

Role specific Duties and responsibilities
Responsibilities
<b>Data Input:</b> Accurately input financial information onto Technology One, assisting in maintaining up-to-date financial records.
<b>Creditor Invoice Processing:</b> To support the administrative tasks associated with the input and processing of creditor invoices to enable payments to be made within the supplier terms.
<b>Debtor Invoices:</b> To support the administrative tasks associated with the input and collection of debtor invoices to enable efficient recovery of income from customers.

<b>Cash receipting:</b> To support the cash receipting function, assisting with the administration tasks to process income to the correct accounts and service areas.
<b>Administrative Support:</b> General office administration duties, ensuring efficient operation of the Income & payments, payroll and insurance teams.
<b>Assisting across the finance function:</b> As part of ongoing development, to assist at an appropriate level of work any other part of the wider finance function as required.
<b>Professional Training:</b> Commitment to apprenticeship studies is essential and will be continually demonstrated through attendance at college or external training sessions.
<b>Ad Hoc Projects:</b> Undertake additional project work related to corporate financial issues, as assigned by the Principal Accountant.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

## Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	5 GCSEs or equivalent at grade 4 or above, including English and Maths	
<b>Knowledge</b>		Knowledge of the income and payments functions.
<b>Experience</b>		Office or administration work  Use of spreadsheet and basic formula

<b>Communication</b>	Good verbal and written communication skills	
<b>Relationship Building</b>	Demonstrates good interpersonal skills	
<b>Analytical</b>		
<b>Planning/ Organising</b>	Organised with ability to follow direction	Ability to prioritise and work within deadlines.
<b>Other requirements</b>	Valuing kindness and compassion in the workplace  Acceptance of political restriction  Able to travel within the Adur and Worthing Districts	

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	