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| Last updated: | November 2023 |

**JOB DESCRIPTION**

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| Post title: | **Apprentice Income Assistant** |
| Academic Unit/Service: | Finance, Planning & Analytics |
| Faculty: | Professional Services Group |  |  |
| Career pathway: | MSA | Level: | 2A |
| \*ERE category: |  |
| Posts responsible to: | Banking & Income Administrator |
| Posts responsible for: | N/A |
| Post base: | Office-based/Non Office-based (see job hazard analysis) |

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| Job purpose |
| Complete the required academic and practical training requirements of the Accounts or Finance Assistant (level 2) apprenticeship, as provided for by the University’s nominated training provider, in order to successfully achieve a level 2 qualification and be able to complete the job role of an Income Assistant. To provide support to the Income team with data entry to the accounting software system (Unit 4 ABW (Agresso), helping to match remittance advices received with bank statement credits and assisting with identifying other receipts to the bank. Providing general office support, processing incoming post, scanning documents, filing (both paper and electronic documents) and helping to process e-mails received to the team’s generic e-mail account. All work will be undertaken with training and support provided by colleagues within the team. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Assist with data entry, processing bank statement items | 50% |
|  | Assist with matching remittances with bank statement items ready for data entry | 20% |
|  | Assisting with the identification of other bank receipts and documenting coding details ready for data entry | 10% |
|  | Assist with general office support, processing post, scanning, filing, dealing with e-mails | 10% |
|  | Take on work in own right as experience increases (at discretion of Banking & Income Administrator). | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Other members of the Team / DepartmentExternal customersTraining provider – attending academic and practical training sessions and receiving advice and instructions regarding work |

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge & experience | Working knowledge of MS office, particularly Excel and OutlookFunctional Skills L1, or equivalent, in Maths |  | Application |
| Planning & organising | Able to organise allocated work activities and assist in the effective organisation of non-standard tasks and events. |  | Application / Interview |
| Problem solving & initiative | Able to put forward suggestions to solve a range of problems by responding to varying circumstances, whilst working within standard procedures. |  | Application / Interview |
| Management & teamwork | Flexible approach, able to work effectively as part of a team |  | Application |
| Communicating & influencing | Good verbal and written communication skills |  | Application |
| Other skills & behaviours |  |  |  |
| Special requirements | Ability to attend off-site learning / training by own methods |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| --- | --- |
| [x]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
|  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |