

ROLE PROFILE

| | |
|-----------------------------------|--|
| Role: | Accounting & Finance Apprentice |
| Directorate: | Finance |
| Post reference: | FCS 159 |
| Role statement of purpose: | To develop the essential accounting and finance skills to drive financial strategy and innovation within TfGM's Finance department. Throughout a four-year degree apprenticeship, the Apprentice will support various financial functions whilst applying new knowledge and skills to ensure the smooth operations of a large-scale public sector transport organisation. |
| Reports to: | Senior Revenue and Capital Accountant |
| Values and behaviours: | <p>TfGM's purpose is to improve lives by connecting people and places in Greater Manchester. This is underpinned by our three core values. They are the fundamental things we believe in and help us to prioritise and make decisions. Our values are:</p> <p>Deliver: We do the right thing, and stick to our commitments.</p> <p>Adapt: When we move forward, so does Greater Manchester.</p> <p>Care: We look after each other, our customers, our great city region and our planet.</p> <p>Our values are brought to life by the behaviours our colleagues demonstrate every day. These behaviours are:</p> <ul style="list-style-type: none">• Working together• Achieving results• Embracing change• Sharing knowledge• Putting our customers at our heart• Safe, fair and inclusive culture |

| | Key Role Outputs (KROs) <i>These set out what must be achieved for the apprentice to be successful in the role.</i> | Key Actions <i>These set out how the KROs will be achieved – the activities required.</i> |
|-----------|---|--|
| 1. | Fully embrace the Accounting and Finance Manager apprenticeship (Adapt – Embracing change) | <ul style="list-style-type: none"> • Attend University and work placement as per contract, and undertake learning and development as required to develop skills required to complete the apprenticeship and degree. • Complete projects and assignments on time for both TfGM and University • Carry out duties in accordance with TfGM policies and procedures • Complete placements across different teams within the Finance department including: Management Accounting; Financial Accounting; Accounts Payable; Accounts Receivable; Cash and Banking; Financial Systems; Data Analysis. • Build relationships with key areas within the Finance, Commercial and Corporate Services Department, including Procurement and Internal Audit • Learn how to understand ‘the big picture’, and how each department contributes to the success of TfGM • Provide support to and accept support from other apprentices and colleagues within the team and across the organisation |
| 2 | Effective financial management (Deliver – Achieving results) | <ul style="list-style-type: none"> • Develop understanding of accounting principles, and how to apply them in practice • Support the development of detailed budgets and forecasts • Support the financial accounting process to produce year end accounts and understand requirements of new accounting standards • Support in monitoring of financial performance, including reporting on budget spend and variances against budget • Develop excellent spreadsheet skills to be able to support the finance team in all above-mentioned activity |

| | | |
|---|--|---|
| 3 | Assist on Business Case Production (Deliver – Achieving results) | <ul style="list-style-type: none"> • Learn and understand the process, and assist in sourcing all the relevant information required, to produce a financial business case • Engage and communicate with stakeholders across the organisation to gather business case information |
| 4 | Effective communication skills (Adapt – Embracing change) | <ul style="list-style-type: none"> • Build excellent communication skills through training, attending meetings, one to ones, writing reports and presenting financial information • Build confidence to present financial information to non-finance colleagues • Accept mentoring and coaching opportunities as they become available and embrace the process |
| 5 | Effective customer service and engagement (both internal and external customers) (Care – Putting customers at our heart) | <ul style="list-style-type: none"> • Ensure that customers’ “needs and wants” are understood within all placements, as well as TfGM overall • Help to understand what customers are telling us through their feedback and develop proposals on how to improve services to customers • Make recommendations for improving our services, and quality of the customer service, and take part in the development and implementation of creative solutions for improvements • Analyse customer information to help decision making |
| 6 | Effective stakeholder relationships (Deliver – Working together) | <ul style="list-style-type: none"> • Develop own networks and build relationships with colleagues across all functions and levels of TfGM and with external partners • Work collaboratively with colleagues both within and external to TfGM to be able to contribute effectively across all placements • Participate in cross-functional projects, initiatives, and activities |
| 7 | Commitment to meaningful personal development (Adapt – Sharing knowledge) | <ul style="list-style-type: none"> • Undertake further study as required to successfully complete the Accounting and Finance Manager apprenticeship • Fully engage in formal and informal development activities and actively participate in a range of placements across TfGM and with external partners • Reflect on own performance, identifying and acting on learning and development needs |

| Compulsory Outputs (COs) <i>These set out what must be achieved for the apprentices to be successful in the role.</i> | | Key Actions <i>These set out how the COs will be achieved – the activities required.</i> |
|---|--|---|
| C1 | Ensure you comply with all applicable organisational legislation and policy | <ul style="list-style-type: none"> • TFGM Safety Management System (Section SMS 201 Roles and Responsibilities) • Dignity at Work policy • Information Assurance and Security in line with Cabinet Office requirements • Risk Management • TFGM policies and procedures • Equality and Diversity legislation • TFGM Vision, Values, and Behavioural Framework <p>Please note: You will be fully supported and given appropriate training to help you comply with the above legislation and policies.</p> |
| C2 | Any other reasonable duties as required from time to time | |
| C3 | Commitment to whole program; including post graduate study for professional accounting qualification | <ul style="list-style-type: none"> • This degree apprenticeship program has been designed in conjunction with CIMA (Chartered Institute of Management Accountants) and offers several professional exam exemptions • The successful applicant will be expected to complete the degree course (4-year program), then enrol with CIMA to complete the professional accounting qualification (additional 2 years). |

| Key Interdependencies | |
|---------------------------------|--|
| Key Contacts | TfGM Finance Team Audit, Risk & Assurance Team TfGM Extended Leadership Team GMCA finance team Other Key Contacts depending on placement |
| Direct reports | None |
| Budgetary responsibility | None |
| Location | TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG |



Transport for
Greater Manchester

| | | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Office Use Only | Updated | Updated | Updated | Updated | Updated |
| Created By: | | | | | |
| | | | | | |

PERSON SPECIFICATION

| Accounting & Finance Manager Apprentice <i>(Knowledge, skills and experience required at selection stage)</i> | |
|---|--|
| E | Essential Skills: |
| E1 | Analytical and problem-solving skills. |
| E2 | A team player with equal ability to work on own initiative and without close supervision. |
| E3 | Good communication skills, both written and verbal. |
| E4 | Excellent time management skills. |
| E5 | Confident using IT systems, particularly Microsoft applications such as Excel and Word. |
| E6 | Good self-awareness, with confidence in asking for help when needed. |
| E7 | Committed to professional and personal development. |
| EQ | Essential Qualifications: |
| EQ1 | 3 x A levels at grade BCC or above, OR T Level at Merit or above |
| EQ2 | Maths and English Language GCSE grade A*-C/9-4 OR equivalent Level 2 qualifications. |
| EA | Essential Attributes: |
| EA1 | Presents a professional and credible impression to people at all levels (both internal and external stakeholders). |
| EA2 | Enthusiasm to challenge established procedures and practices. |
| EA3 | Attention to detail. |
| EA4 | Ability to understand and analyse information quickly and accurately. |
| EA5 | Ability to prioritise to meet deadlines. |
| EA6 | A willingness to learn and to be involved in a wide variety of different projects as required. |
| EA7 | Self-motivated and organised. |