Welcome to the Field Studies Council (FSC)

Finance Apprentice at FSC Head Office, Shrewsbury, Shropshire

Imagine a role that offers you both unique opportunities and challenges; where you are an important part of an empowered team who strive to continually improve the service we offer and where you have the chance to demonstrate your passion to deliver the highest standards of customer service and care. No matter what role you perform at the FSC, everyone can make a difference... if you want to join our successful Environmental Education Charity and you have what it takes to make a difference then we want to hear from you.

Included in this pack is the key information relating to our Finance Apprentice vacancy:
- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC (also visit www.field-studies-council.org)

How to apply:
To apply for this position please download and complete in full the NON-EDUCATION application form. You must ensure that your application includes examples of how you have demonstrated skills, knowledge and experience in meeting the requirements of the post detailed in both the job description and person specification.

For all recruitment information and relevant application form please go to our vacancies web page at: www.field-studies-council.org/vacancies

Send your completed application form to: recruitment@field-studies-council.org  OR  Human Resources, FSC Head Office, Preston Montford, Montford Bridge, Shrewsbury, Shropshire SY4 1HW

PLEASE NOTE WE WILL NOT ACCEPT CVS WITHOUT A COMPLETED APPLICATION FORM

The closing date for receipt of your completed application is 12pm on Wednesday 6th September 2017

Interviews are scheduled to take place at FSC Head Office on Monday 11th September 2017

If you have any queries regarding this vacancy please call Andrew Jones/Chris Price 01743 852111. We look forward to receiving your application in due course.

Richard Walker
Director of Finance
JOB DESCRIPTION

Job Title: Finance Apprentice (Accounting Level 2)
FSC Grade: Trainee
Based at: FSC Head Office - Shrewsbury
Reports to: Senior Finance Officers

Overall Job purpose:
The Finance Apprentice will work as part of the Head Office Finance Team to assist in and learn about all aspects of financial services and systems. This role is an entry level opportunity as a first step towards a career in Accountancy/Finance.

This is essentially an active role and the post holder will have to undertake manual handling duties associated with this post for example taking delivery of parcels and moving office files and archive storage boxes.

Key Responsibilities:

- To study towards an AAT Foundation Certificate in Accounting – Level 2

  The AAT Level 2 Certificate will provide you with a broad yet detailed introduction to the world of accountancy, including modules covering how to work with both manual and computerized accounting systems, the process of double-entry book keeping, standard costing procedures and how to effectively work within any accounting department.
  
The AAT Level 2 course is an ideal entry level qualification: you do not need prior experience of accounting to enroll. You will be required to attend Shrewsbury Sixth Form College one day a week.

- Assisting with telephone enquiries, ensuring all messages are passed to staff in a timely manner.
- Maintaining up to date filing systems.
- Assisting with incoming and outgoing post, ensuring it is dealt with in a timely manner.
- Assisting with general queries to the Finance office.
- Assisting in the recording of incoming cheques and cash.
- Drafting and preparing documentation in various formats, as and when required, in order to respond to correspondence or produce documents as requested.
- Assisting with data entry on to various computerised databases to enable records to be kept up to date and ensure the accuracy of the data.
- Creating and maintaining effective working relationships with other members of staff and customers.
- Following policies and procedures, in particular observing the importance of confidentiality in finance where necessary e.g. payroll.
- Continually monitoring your achievement of targets.

General:

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCoPs) / FSC Health and Safety Handbook and FSC procedures
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other Head Office staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining a high standard of personal hygiene & personal appearance in accordance with FSC policies
- Fulfilling your obligations under FSC’s Behaviour Partnership to ensure a happy, productive working environment
- Attending staff meetings as well as FSC internal and external training as required, in order to share best practice and improve team and learning location performance, and participating fully in staff development activities (sometimes this may involve travel to other learning locations with the occasional overnight stay)
• Undertaking any other duties that may reasonably be required to ensure the smooth and efficient running of Head Office
• Although not a requirement of the post, due to the remote location of head office and the need to attend college one day per week, it would be advantageous if the post holder were able to drive.

**Key Expectations:**

The expectations of every employee that we regard as essential include:

• A positive and passionate work attitude
• A desire to show pride in all aspects of their work
• A flexible approach with a willingness to adapt to changes
• An ability to work using your own initiative both independently and as a competent, effective team member
• An ability to work under pressure and prioritise work to meet tight deadlines
• Always treating others with courtesy, dignity and respect
• A commitment and contribution to improving FSC’s environmental performance
• A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

Date of issue: August 2017
# PERSON SPECIFICATION

**JOB TITLE: FINANCE APPRENTICE**

**LOCATION: HEAD OFFICE**

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<tr>
<th>ESSENTIAL/DESIRABLE FACTORS FOR THE POST</th>
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<th>How is this identified?</th>
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<tbody>
<tr>
<td><strong>1. QUALIFICATIONS &amp; EXPERIENCE</strong></td>
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<tr>
<td>GCSE A-C level passes in Maths and English (or equivalent)</td>
<td>✓</td>
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<td>Application /Interview</td>
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<td>Experience working in an office or customer service role</td>
<td>✓</td>
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<td>Application /Interview</td>
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<td>Full valid Driving License</td>
<td>✓</td>
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<td>Application</td>
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<td><strong>2. KNOWLEDGE</strong></td>
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<td>Good general IT skills (familiarity with word, excel, email, databases and use of Internet)</td>
<td>✓</td>
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<td>Application /Interview</td>
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<tr>
<td>Knowledge of or interest in Finance and Accounting</td>
<td>✓</td>
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<td>Application /Interview</td>
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<td><strong>3. SKILLS</strong></td>
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<td>Ability to work using own initiative and as a competent and effective team member</td>
<td>✓</td>
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<td>Interview</td>
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<td>Ability to focus and stay on task in a busy office environment or when working alone</td>
<td>✓</td>
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<td>Application /Interview</td>
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<td>Ability to take an active and productive part in your own learning experience.</td>
<td>✓</td>
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<td>Interview</td>
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<td>Ability to communicate effectively and build rapport with colleagues across the FSC</td>
<td>✓</td>
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<td>Interview</td>
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<td>Excellent communication skills both orally and in writing</td>
<td>✓</td>
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<td>Application /Interview</td>
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<tr>
<td>Excellent accuracy and attention to detail in all aspects of work</td>
<td>✓</td>
<td></td>
<td>Application /Interview / Assessment</td>
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<td>Professional and articulate telephone manner</td>
<td>✓</td>
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<td>Interview</td>
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SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:
This is a fixed term apprenticeship for 12 months in the first instance.

Remuneration:
FSC Grade: Trainee.
The post is offered at the apprentice salary of £140.00 per week, based on 40 hours per week. (This includes one day at college)
The salary is paid monthly in arrears by BACS transfer.

Hours of work:
The hours of work are 40 hours per week, which will normally be worked over five days, Monday to Friday, with a 30-minute unpaid lunch break each day, of these, one day per week will be spent at college. Flexibility regarding hours worked will be required and the position may require some occasional evening and weekend working. The working pattern can be discussed further at interview.

The post holder may occasionally have to travel to attend training events/workshops at other FSC or external locations. Where this is required this would be agreed in advance and appropriate notice would be given.

Annual & Bank Holidays:
The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC’s Employee Handbook) when they fall on a contractual or scheduled day of work. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

Pension:
The post-holder will be eligible to join one of FSCs pension schemes.

Sickness:
During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC’s sickness absence policy. The payment of sick pay is subject to compliance with FSC’s rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Additional Employee Benefits:
These include an Employee Assistance Programme, Life Assurance* and Health Cash Plan with Westfield Health* (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at FSC Head Office on 01743 852134.

Probationary Period:
This post has a 3 month probationary period, during which your suitability for the post will be assessed.

Post Classification / Criminal Records Check Requirements:
This post has been classified as Category C (as defined in the FSC Code of Conduct) which means it is not exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). No criminal records check is currently required, however, the post holder must still meet the acceptance criteria as defined in the FSC Code of Conduct.
FIELD STUDIES COUNCIL: BACKGROUND INFORMATION

Field Studies Council (FSC) is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

Our Mission is to bring environmental understanding to all.  
Our Vision is inspiring environmental understanding through first-hand experience

What we believe -

FSC believes that the more we understand about and take inspiration from the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations. In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone regardless of age, ability or background.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

What we do -

For more than 70 years FSC has touched the hearts and minds of people of all ages through courses at our network of learning locations, work overseas and the production of resources. Each year over 140,000 people experience FSC many through a visit to one of our learning locations

- Learning outside the classroom experiences with their school, college or university
- Professional training courses for environmentalists and teachers
- Natural history courses
- Identification guides and free resources
- Funded projects both in the UK and abroad
- Art courses
- Family holidays
- Campaigns for the right to outdoor learning and fieldwork

Some of the FSC’s proudest moments have arrived when trying to reach those who would not be able to have an FSC experience without some help. In 2014, thanks to FSC members and donations from individuals and Trust Funds, we were able to provide support for over 1000 young people who otherwise would not have been able to take part.

Despite all that we have achieved so far, we hope to provide even more opportunities for people of all ages and abilities to discover, explore and understand the natural world. However, as an Investors in People charity, we realise we can’t achieve this without staff that have a real passion for the work of the charity and a pride in their role within it. Every role in the charity is vital to delivering its mission and vision – if this inspires you and you meet the requirements of the post we would love to hear from you.

For more information please also visit [www.field-studies-council.org](http://www.field-studies-council.org)
FSC Head Office

FSC Head Office is based in a rural location 4 miles west of Shrewsbury, close to FSC’s Preston Montford Field Centre, near Montford Bridge. FSC Head Office provides a number of central functions to support the work of the charity and to support our Centres: these include marketing, finance, human resources and digital services. The Chief Executive and Directors are based at Head Office and provide the strategic and organisational direction for this successful charity. There are currently approximately 40 staff based at FSC Head Office.

For more information please also visit www.field-studies-council.org