



Shared Revenues Partnership Job Description:

SRP Business Support Apprentice

Main Purpose of Job

Working for the Shared Revenues Partnership delivering IT and administrative support to the Revenues and Benefits service area for three Local Authorities. The post holder will undertake administrative duties to assist the work of the Business Support Team.

Main Duties

1. System Administration for core revenues and benefits systems including scheduling batch jobs. Assist with SRP user IT support, liaise with IT, test new software and assist with checking accuracy of computer data.
2. Assist with financial reconciliation of Housing Benefit and Council Tax Reduction, Council Tax, Non Domestic Rates and Debtors systems for the purposes of Accountancy, Audit, and DWP validation.
3. Maintaining the Revenues training reference library and assisting with the maintenance of departmental procedure manuals.
4. Assist in the provision of statistical information for returns to government and other organisations, management information and evidence for auditors as requested.
5. Assist with Freedom of Information and Data Subject Access requests or equivalent.
6. Carrying out daily checks to ensure that all job requests/downloads have completed successfully. Advise teams of failed jobs and re-submit as required. Ensure IT are made aware of failed downloads to enable re-runs to be carried out at the earliest opportunity.

7. Assist with form design, definition and input of job requests for regular processing required by Revenues and Benefits teams and ad hoc requirements such as reduction reviews and other mail-shots.
8. Processing Direct Debit and Auddis transactions for transmission to BACS and processing returned BACS and failed DD's for resolution.
9. Assist with EDMS system processing such as scanning, referencing and post opening.
10. Assist with the processing of departmental purchase orders and related invoices.
11. Such variations as may be required from time to time without changing the general character of the duties shown or the level of responsibility entailed.

PERSON SPECIFICATION

System and Data Control Apprentice

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	5 GCSEs at Grade A*- C /4-9 including Maths and English or equivalent qualifications / skills / experience		Application Form / Certificates / Assessment Centre
Work related experience, skills and competencies	Ability to use MS Office, particularly Outlook, Word and Excel	Experience in System Administration General appreciation of Local Government Services or Financial Services	Application Form / Interview
Personal skills	Ability to organise own work load Ability to communicate effectively with different groups of people, both verbally and in writing. Ability to approach work flexibly with a can-do attitude Ability to prioritise and manage work to tight deadlines	Ability to work on own initiative and as part of a Team	Application Form / Interview
Special working conditions	Working in a confidential environment.		Application Form / Interview