

Work experience that works for you

Finance Assistant

Our work experience placements have been developed to support residents from a range of backgrounds and with different levels of ability.

Your role

Finance Assistant

What you'll be doing

You'll be working in a team which delivers apprenticeships to council departments and external employers.

Your duties will include:

- helping staff and supporting the admin requirements of the team, providing routine clerical support, for example photocopying, scanning, filing, emailing, completing routine forms, and ordering stationery
- supporting individual staff in various roles and duties, for example helping with basic MIS, finance, and exams tasks
- supporting events and regular activities in council premises
- attending meetings and carrying out development activities with the team as agreed with the coordinator
- supporting staff in preparing materials
- answering the phone, and dealing with phone and email enquiries, making sure that a responsive service is delivered at all times
- booking rooms for meetings

Experience and skills you'll get

At the end of the placement you'll have:

- experience of working in an admin team
- experience of working in a learning environment
- knowledge of apprenticeships and funding
- the ability to take messages and handle telephone messages
- the ability to work to targets and deadlines
- experience of recording information
- experience of using spreadsheets and completing plans

What are the working days?

To be confirmed

How long will the placement last?

Work experience that works for you

Up to 8 weeks

Is a DBS check needed?

Yes

Other responsibilities

Everyone who does a work placement with us will need to:

- embrace the values of Middlesbrough Council
- demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to their role and adhere to the council's work experience policy in carrying out their placement
- respect all confidentiality and principles and practice of the Data Protection Act
- comply with Health and Safety policies and legislation

How to apply

You can apply online by completing the [online application form](#).

If you're having trouble with the online application form, you can email us at 50futures@maes.ac.uk or call us on 01642 811400.

If you have a disability, we'll make every reasonable effort to supply you with the necessary aids, equipment, or adaptations to help them you carry out the role.