



## GUIDANCE NOTES FOR APPRENTICESHIP APPLICANTS

### COMPLETING THE APPLICATION FORM

#### Note

The Job Description and Supporting Questions can be found on the pages below.

Please ensure you answer the questions using the Supporting Information section on the application form.

#### To be eligible for an apprenticeship, you must be:

- 16 or over by the end of the summer holidays
- Living in England
- Not in full-time education at the time of applying
- if you are a non-UK citizen, you must have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship

The job application plays a very important part in the selection process and will be used as the basis for shortlisting candidates for interview.

Make sure the information you provide is clear and accurate and that you submit your application by the closing date and time stated on the advert.

#### Personal details

Ensure that you fully complete this section and include your address, email address and a contact telephone number.

#### Referees

Complete details for both references who should not be related to you. If you are a school or college leaver, please give us the contact details of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Referees will not be contacted without your permission.



## **Education, qualifications, memberships and training**

Give details of your education, qualifications as well as any professional memberships or other training you have attended.

## **Employment**

If relevant, start with your most recent job, give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. We reserve the right to contact former employers to verify information contained in your application.

## **Supporting information**

Use this section to answer the questions given in the section below.

You may also wish to add additional information and provide examples, where possible, of skills, abilities, knowledge and experience outlined in the job description.

Include everything that is relevant – training and experience gained through out of work activities – as concisely as possible.

**Be as specific as possible, we cannot guess or make assumptions, we will assess your application solely on the information provided.**

## **Additional Information**

Answer the questions in this section accurately and also advise us of any dates you are not able to attend for interview.

If you are shortlisted for interview, you will be asked to provide confirmation of your right to live and work in the UK.

## **Declaration**

Read the declaration and tick the consent box at the bottom, **before submitting your application.**

## **Equal Opportunities form**

Read the notes which are provided with the equal opportunities form before completing your application. This form will be kept separate from your job application to ensure that none of the information provided is used in the selection decision.

The information provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.



## **Offer of employment**

Note that any offer of employment made by the City of London Corporation will be subject to receipt of the following documents:

- Proof of identity
- Proof of right to live and work in the UK
- Proof of current address
- Five years' employment history (where relevant)
- Two satisfactory references
- Satisfactory Disclosure and Barring Service (DBS) clearance (when required for the role)
- Medical assessment (which may include a medical examination by a Doctor named by the City of London Corporation)



# Job Description

**Job Title:** Accounts Assistant Apprentice

**Department:** Environment

**Grade:** Level 2

**Location:** London Gateway Port / Tilbury Port, Essex.

**Responsible to:** Port health Business Manager

## **Purpose of Post**

To assist the Chamberlain in providing a high-quality customer focused financial accounting and information service to the Environment Department.

## **Main Duties & Responsibilities**

1. To raise Accounts Receivable (AR) invoices, credit notes and journals and recover monies due to the City of London in respect of work conducted on behalf of statutory undertakings, private individuals and businesses, etc. using Oracle.
2. To pro-actively chase aged debts as directed by Senior Accountant - Accounts Receivable and assist in completing the monthly debt reports.
3. Raising queries to debtors in writing and dealing with follow-up correspondence.
4. To collate and pay to the CoL's appointed banker's cash, and cheques received in respect of debtors' invoices, and other sources.
5. Collate customer information and request new customers to be set up within CBIS.
6. Consult with the Cashiers Department to ensure accurate and timely allocation of BACs, CHAPS and other online payments.

## **Job Description**

7. Answering enquiries from AR customers as to any queries they may have on amounts due by reference to the City's financial accounting system (Oracle).
8. Answering enquiries from staff as to financial coding by using the Corporation's computerised accounting system, Oracle.
9. To review and process payment requisitions regarding sundry invoices paid via WorldPay and ensuring the accurate allocation of funds.
10. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



11.To undertake any other duties that may be requested appropriate to the grade.

12.Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when performing their duties.

13.Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.



# Supporting Questions

Include everything you think is relevant to answer the supporting questions below illustrating your skills, knowledge and experience. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided.

Please enter your answers to the following questions in the Supporting Statement section on the application form.

**Question 1:**

What do you know about London Gateway, Tilbury Ports, Purfleet?

**Question 2:**

What interests you in this role this role?

**Question 3:**

What skills do you think you can bring to the role?

**Question 4:**

What interests you about an apprenticeship?

**Question 5:**

Please provide your personal statement to identify your strengths and other transferrable skills and personal interests (250-500 words)