

Job description and person specification: Apprenticeship Finance Assistant Level 2

Job title: Apprenticeship Finance Assistant Level 2

Location: Learners' Trust Headquarters, Eckington Business Centre II, Gosber Street, Eckington, Sheffield, S21 4DA

Salary:

From £15,434.32

Hours: 37 hours per week, 52 weeks per year

Normal Working Pattern: Monday to Friday, 9.00am to 5.00pm

Start Date: Monday 3 August 2026

Contract type: Permanent, subject to successful completion of a six-month probationary period

Training Provider: Chesterfield College

Training Arrangements: One day each week attending Chesterfield College

Reporting to: Finance Business Partner

About Learners' Trust

Learners' Trust is a growing multi-academy trust working across South Yorkshire and Derbyshire. Through collaboration and excellent support for schools, we create equity of opportunity for all learners, supporting their wellbeing, enriching their lives and helping them to achieve.

Our central team provides professional services and additional capacity to our schools, enabling school leaders and their teams to focus their time and resources on improving opportunities for children.

We are committed to developing our own people and creating clear professional pathways. This apprenticeship represents the first stage of a longer-term development programme intended to grow the Trust's future management accountants and finance leaders.

Purpose of the Role

The Finance Assistant Apprentice will provide administrative and transactional support to the Trust's central finance team while completing the Accounts or Finance Assistant Level 2 apprenticeship.

The postholder will gain practical experience across a broad range of finance activities and develop the knowledge, skills and behaviours needed to build a successful career in accounting.

The apprentice will work closely with experienced members of the finance team and will be supported by a Finance Business Partner, who will oversee their day-to-day work, learning and professional development.

On successful completion of the Level 2 apprenticeship, the postholder will progress to the next stage of their accounting qualification and continue their development towards becoming a management accountant within the Trust.

Duties and Responsibilities

The duties below will be introduced progressively, reflecting the apprentice's development, confidence and competence.

Purchase Ledger and Supplier Administration

- Process purchase invoices accurately and promptly, ensuring that invoices are matched to approved purchase orders and supporting documentation.
- Check invoices for accuracy, appropriate authorisation, VAT treatment and compliance with the Trust's financial procedures.

- Investigate and help resolve discrepancies between purchase orders, goods received and supplier invoices.
- Reconcile supplier statements and follow up missing invoices, credits and outstanding queries.
- Support the creation and maintenance of supplier records, completing the required checks and following the Trust's procedures.
- Assist with the preparation and checking of supplier payment runs.
- Respond professionally to queries from suppliers, schools and colleagues.

Income and banking records

- Support the raising and processing of sales invoices and other income transactions.
- Assist with the maintenance of accurate income records and the investigation of outstanding balances.
- Support bank and control account reconciliations under appropriate supervision.
- Assist with the reconciliation of purchasing cards and other expenditure records.
- The postholder will not ordinarily be responsible for handling cash or processing confidential payroll information.

Financial accounting and month-end support

- Assist with routine month-end processes, including gathering information, checking transactions and preparing supporting schedules.
- Prepare journals and accounting entries under the guidance and supervision of an appropriate member of the finance team.
- Support the reconciliation of balance sheet accounts and investigate differences where appropriate.
- Assist with maintaining accurate financial records and ensuring information is filed and retained in accordance with Trust procedures.
- Support the preparation of information and evidence required for internal and external audit.
- Assist with year-end financial processes as knowledge and experience develop.

Management accounting and reporting

- Support Finance Business Partners with budget monitoring and management accounting activities.
- Assist with extracting, checking and presenting financial information from the Trust's systems.
- Produce basic reports, schedules and spreadsheets using Microsoft Excel and other digital systems.
- Help investigate transactions and variances and provide accurate supporting information.
- Develop an understanding of school and Trust budgets, financial forecasts and management accounts.
- Support the preparation of financial information for headteachers, school leaders and budget holders.

School and customer support

- Provide helpful and professional support to headteachers, school administrators, colleagues, suppliers and other stakeholders.
- Respond to routine finance queries and refer more complex matters to an appropriate member of the team.
- Support schools in following the Trust's financial procedures and agreed working practices.
- Attend Trust schools when required to gain experience, support colleagues and understand how finance services operate across the organisation.
- Build positive working relationships across the central team and the wider Trust.

Procurement and administrative support

- Assist with procurement administration, including maintaining records and checking that appropriate processes have been followed.
- Support the administration of staff expenses and other routine financial claims.
- Help maintain electronic records, finance inboxes, shared folders and other administrative systems.

- Undertake general administrative duties that contribute to the effective operation of the finance team.

Systems and continuous improvement

- Use the Trust's finance, procurement and administrative systems accurately and responsibly.
- Develop strong working knowledge of Microsoft Excel, Outlook, Teams and other Microsoft Office applications.
- Contribute to the implementation and effective use of new finance systems and processes.
- Assist with documenting finance procedures and producing clear guidance for schools and colleagues.
- Identify opportunities to make routine processes clearer, simpler and more efficient.
- Maintain appropriate standards of data security and comply with the Trust's data protection and information governance requirements.

Apprenticeship and Professional development

- Attend Chesterfield College for one day each week and participate fully in all required learning.
- Complete assignments, assessments, examinations and workplace evidence within agreed timescales.
- Apply knowledge gained through the apprenticeship to the postholder's work within the Trust.
- Maintain an appropriate record of learning, development and workplace activity.
- Attend regular progress reviews with the training provider and workplace supervisor.
- Take responsibility for personal development, ask questions and seek support when required.
- Work towards successful completion of the Accounts or Finance Assistant Level 2 apprenticeship.
- Progress to the next stage of the Trust's accounting development pathway following successful completion of the apprenticeship.

Trust Values and Expected Behaviours

All employees are expected to demonstrate the Learners' Trust CHOICES values:

****Connected****

Build positive relationships, work collaboratively and understand how individual work contributes to the wider Trust.

****Helpful****

Provide responsive, supportive and customer-focused service to schools, colleagues and external contacts.

****Organised****

Plan work effectively, meet deadlines and maintain accurate and accessible records.

****Informed****

Develop knowledge, ask appropriate questions and use accurate information when completing work.

****Candid****

Communicate openly and professionally, acknowledge mistakes and raise concerns at an early stage.

****Effective****

Focus on completing work accurately, efficiently and to the required standard.

****Simple****

Look for clear and practical ways to complete work and improve processes.

The Postholder will

- Comply with the Trust's financial regulations, policies, procedures and internal controls.
- Maintain appropriate confidentiality and handle financial and personal information responsibly.
- Comply with data protection, information security and records-management requirements.
- Promote equality, diversity and inclusion and treat colleagues, pupils, families and external contacts with dignity and respect.
- Take reasonable care of their own health and safety and that of others who may be affected by their work.
- Participate in performance management, supervision, training and professional development activities.
- Support the safeguarding and wellbeing of children and young people and comply with the Trust's safeguarding policies and procedures.
- Work flexibly and undertake other reasonable duties appropriate to the level and developmental nature of the role.

Safeguarding

Learners' Trust is committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share this commitment.

The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check and provide satisfactory references and evidence of their eligibility to work in the United Kingdom.

Other Duties

This job description describes the principal responsibilities of the role. It is not intended to be an exhaustive list and may be reviewed as the postholder develops and the needs of the Trust change.

Person Specification

	Essential Requirement	Desirable	Method of Assessment
Qualifications	- Have Maths and English qualifications equivalent to GCSE A-C or 4-9 or willingness and ability to complete the relevant Functional Skills qualification - Eligible to undertake the Accounts of Finance Assistant Level 2 Apprenticeship in accordance with apprenticeship funding requirements - Commitment to attending Chesterfield College for one day each week and completing all elements of the apprenticeship	Further qualifications in Maths, Business, Finance, Accounting or Information Technology	Application form Certificate & interview Application form & pre-employment checks Application form and interview
Knowledge & Skills	- Confidence working with numbers and completing basic numerical calculations - Basic knowledge of Microsoft Excel, including entering data, formatting information and using		Application form, interview and assessment Application form and assessment

	straightforward formulas • Basic working knowledge of Microsoft Word, Outlook and other Microsoft Office applications • Clear written and verbal communication skills • Ability to follow instructions and apply agreed procedures • Ability to organise work, manage time and meet deadlines • Ability to check work carefully and identify errors or inconsistencies • Ability to maintain accurate electronic records • Ability to communicate politely and professionally with a range of people • An interest in finance, accounting and developing a long-term professional career • Awareness of the importance of confidentiality, data protection and information security		Application form and assessment Application and interview Application and interview Application and assessment Application and interview Interview
--	--	--	--

	• Understanding of basic customer service principles • Awareness of the role of a finance team within an organisation		Application and interview
Experience	No previous finance or office experience is required	• Experience of providing customer service through employment, volunteering, work experience or extracurricular activity • Previous experience of working in an office or administrative environment • Experience of using spreadsheets or digital systems through school, college, employment or personal projects • Experience of working as part of a team	Application form and interview Application and assessment Application and interview
Personal Qualities and Behaviours	• Motivated to learn and develop		Application form and interview

	• Ambitious and interested in progressing within finance and accounting • Accurate, methodical and attentive to detail • Reliable, punctual and committed • Honest and able to take responsibility for mistakes • Confident asking questions and seeking clarification when unsure • Able to accept feedback and use it to improve • Able to work independently once appropriately trained • Able to work collaboratively as part of a team • Helpful, approachable and customer-focused • Able to remain calm and professional when dealing with queries • Willing to undertake routine and administrative work as part of their development		Application and interview Application, interview and assessment Application, references and interview Interview Application and interview Interview
--	---	--	---

	• Able to manage competing priorities and communicate when support is required • Demonstrates the Learners' Trust CHOICES values: Connected, Helpful, Organised, Informed, Candid, Effective and Simple		Application and interview
Other Requirements	• Full driving licence and access to a vehicle for business use • Willingness and ability to travel between Trust schools • Willingness to work primarily from the Trust's headquarters in Eckington • Willingness to undertake an enhanced DBS check • Commitment to safeguarding and promoting the welfare of children and young people • Eligibility to work in the United Kingdom • Willingness to comply with the Trust's equality, health and safety, data		Application and pre-employment checks Application and interview Pre-employment checks Interview and pre-employment checks Pre-employment checks Interview

	protection and safeguarding requirements		
--	--	--	--