



Apprentice Finance Assistant

Central Services

Ashbourne or Nottingham

Permanent

37 hours per week, 52 weeks per year

Pay Scale 3 £25,917 - £26,322 FTE

Tapestry Learning Partnership is a new and ambitious education Trust with strong commitment to people, culture and wellbeing. We're building a connected, collaborative organisation where colleagues feel supported, valued and proud to belong. Joining us now means helping to shape that culture from the ground up.

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

Initially based at the Ashbourne Central Services Office, this role will the work at either Ashbourne or Nottingham Central Services Offices. An Apprentice Finance Assistant role at Tapestry Learning Partnership is an entry-level finance position that supports the Trust's Central Finance Team and schools by ensuring financial transactions are processed accurately, efficiently, and in line with financial regulations. Reporting to the Finance Manager or Head of Finance, the post involves processing purchase invoices, raising sales invoices, maintaining supplier records, reconciling accounts, posting cashbook transactions, and supporting procurement processes. The role also includes responding to supplier queries, helping schools track financial information, assisting users of finance systems, and contributing to audit and compliance activities. The successful candidate will need strong organisational skills, attention to detail, good communication skills, and the ability to work both independently and as part of a team. This apprenticeship offers a valuable opportunity to develop finance skills, gain professional training, and progress within a growing education trust.

Who We're Looking For

We're looking for a motivated and enthusiastic individual who wants to start a career in finance and is keen to learn through an apprenticeship. The ideal candidate will be highly organised, detail-focused, and able to work accurately while managing a variety of tasks in a busy environment. They will have strong communication skills, a positive attitude, and the ability to work both independently and as part of a team. We're seeking someone who takes pride in their work, approaches problems methodically, and is committed to developing their skills and

knowledge. while any previous experience in finance or finance systems would be beneficial. Above all, we're looking for a reliable, proactive individual with a strong work ethic and a genuine interest in building a successful career in finance.

What We Offer

- A welcoming, collaborative, Finance Team
- Professional development and Finance training opportunities
- Clear pathways to progress within the Trust
- A strong commitment to wellbeing and work-life balance
- Inclusive leadership and supportive, values-led culture

Why Join Tapestry Learning Partnership?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing
- A welcoming, collaborative team
- Professional development and training
- Clear career pathways in Finance
- A commitment to wellbeing and work-life balance
- Inclusive, supportive leadership and trust-wide networks

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role. Please call Rebecca Steeples on 01335 340830 ext. 10781.

Further details about our school can be found on our website: <https://www.tapestrylearningpartnership.org/>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: Sunday 30th August 2026

Provisional Interview date: TBC

Potential Start date: ASAP



JOB DESCRIPTION

Post Title:	Apprentice Finance Assistant
Reporting to:	Head of Finance/Finance Manager
Grade:	Pay Scale 3
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Reporting into the Finance Manager, the Apprentice Finance Assistant supports the Central Finance team and schools across Tapestry Learning Partnership by ensuring financial transactions are processed accurately, promptly, and in compliance with relevant regulations

Key Responsibilities

1, Purchase, Sales Ledger & Cashbook

- Process purchase invoices accurately and timely.
- Ensure purchase orders are raised and support staff in procurement procedures.
- Raise sales invoices and support credit control.
- Perform supplier statement reconciliations and maintain the purchase ledger
- Maintain approved supplier list and database.
- Post cashbook transactions

2, Administration Support

- Handle supplier and external queries
- Support schools to track financial information

3, Systems, Training & Support

- Support finance system users.
- Provide guidance on raising purchase orders.

4, Audit & Compliance

- Assist internal and external audit requirements.
- Ensure compliance with financial policies.
- Contribute to improvement of financial controls.

5, Other Duties

- Undertake tasks as requested by senior finance leaders.

General Requirements

- Maintain strict confidentiality and always adhere to data protection legislation and associated Trust policies.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
GCSE (or equivalent) in English and Maths	✓		Application form, certificates
Knowledge and experience			
Experience in financial or administrative roles		✓	Application form, selection process, references
Strong experience with reconciliations, ledgers and payroll		✓	Application form, selection process, references
Proficiency in Finance Systems e.g Sage, IMP and Excel		✓	Application form, selection process, references
Ability to prioritise and meet deadlines		✓	Application form, selection process, references
Experience in a multi academy Trust environment		✓	Application form, selection process, references
Skills			
Strong communication and stakeholder skills	✓		Application form, selection process, references
High attention to detail and accuracy	✓		Application form, selection process, references