

Newham Community Learning - Job Description (Apprentice)

Job title:	Finance Apprentice (Candidate must be aged 18-21)
Programme:	Level 7 Accountancy Apprentice (39 months programme)
Grade:	Apprentice Scale (£10.85 - £12.71 p/h)
Location:	Trust Offices at Eastlea School
Job description reviewed by:	Financial Controller
Is a person specification included?	Yes, as part of this job description
Date reviewed:	May 2026

newhamcommunitylearning.org

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Newham Community Learning, Pretoria Road, London E16

Newham Community Learning is a charitable company limited by guarantee and registered in England and Wales.
Company Number 09896221. Registered office: Newham Community Learning, Pretoria Road, London E16.

JOB DESCRIPTION AND PURPOSE –

Grade: Apprenticeship Scale (£10.85 - £12.71 p/h)

Based at: Trust Offices at Eastlea School

Reports to: Financial Controller

Manages: n/a

Liaison with: other colleagues within Central Services and Schools, external partners including supplier, auditors, Trustees, ESFA, local authority

Responsible for: see purpose of job

Budget:

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

DATA PROTECTION

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided

in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

PURPOSE OF JOB

Reporting to the Financial Controller you will undertake your financial duties in accordance with NCL Trust's policies and procedures, working with Headteachers and their Senior Leadership Teams to ensure financial compliance and best practice throughout our schools.

Key tasks and accountabilities

In this role, the postholder will carry out the following specific duties:

- Effectively manage the day-to-day financial operations for designated schools and/or the central team
- Maintain all systems used by the schools to record and manage income.
- Work in partnership with school staff to seek and obtain value for money in the procurement and purchasing of goods and services.
- Raise purchase orders for expenditure required, seeking approval in line with the current Scheme of Delegation.
- Support Headteachers and Finance Business Partner to manage school budgets; providing financial advice in-month and inputting into the production of management accounts.
- Assist with the month-end processes, such as preparing accruals, prepayments and reconciliations.
- Work flexibly across designated Schools building good working relationships with the Central team, school finance staff and Headteachers.
- Maintain all systems used by the schools to record and manage income (Arbor, PS Financials), including reconciling monies received.
- To ensure cash received is correctly recorded, held securely and promptly banked.
- To ensure invoices are promptly raised for services provided by the schools, including lettings, EHCPs and nursery fees, liaising with relevant staff where necessary.
- Assist the Finance Business Partner to monitor termly SEN funding; liaising with the SENCO to ensure all data is correct and income is correctly received.
- Monitor the schools aged debtors; chasing outstanding income and escalating non-payment through formal procedures to Finance Business Partner ensuring income is received.
- Work in partnership with school staff to seek and obtain value for money in the procurement and purchasing of goods and services.
- Raise purchase orders for expenditure required, seeking approval in line with the current Scheme of Delegation.
- Ensure goods and services are satisfactorily received/delivered, raising queries with suppliers where discrepancies occur.
- Ensure the prompt processing of invoices and creation of payment runs.

- Support the schools in arranging day/residential trips, facilitating payments by parents where required.
- Support the Finance Business Partners in the administration of school credit cards, including reconciling expenditure receipts against monthly statements.
- Support the Finance Business Partners in the accurate production of expenses, in line with the current expenses policy, ensuring that all claims are valid, supported by proof of expenditure and are authorised appropriately.
- Support the Finance Business Partner in managing their school budgets and inputting into the production of management accounts.
- Support the Finance Business Partner with the month-end processes, such as preparing accruals, prepayments and reconciliations.
- To perform checks on the monthly payroll and liaise with the Headteachers and payroll provider on any discrepancies.
- To assist the Finance Business Partner with the Trust's year-end financial processes, preparing the required evidence for external audit.

Additional Responsibilities

- Always comply with Trust policies and procedures.
- Carry out your duties in accordance with the responsibilities of being in a position of trust and always dispatch your duty of care appropriately.
- Present a consistently positive image of the Trust and uphold public trust and confidence
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The Trust will support the successful candidate in completing their apprentice programme, including protected off-the-job training time and attendance at the training sessions..

Mobility:

You will be required to work at any of the Trust's sites, including all schools and the central office, as directed. The role involves travel between locations, and you are expected to attend any Trust site as required to meet operational needs. Flexibility in relation to location and working arrangements is an essential requirement of the role.

General Duties:

You will be expected to undertake any other duties and responsibilities that are commensurate with the role, as reasonably directed by the Trust or individual school leadership. This includes supporting the broader aims and priorities of the Trust and contributing to additional tasks, duties, projects, or activities as required to meet operational or organisational needs.



PERSON SPECIFICATION – Finance Apprentice

Criteria	Essential	Desirable
Qualifications		
Appointment is subject to the candidate meeting the apprentice provider and funding eligibility requirements	Employed in a relevant role	A lower level accountancy or tax qualification, or a degree English and Maths GCSE (5 and above)
Experience		
Experience of working in a financial environment		✓
Experience of financial accounting software, such as Sage ; Xero or PS Financials etc	✓	
Knowledge and understanding		
Understanding of accounting processes and procedures	✓	
Competencies and attributes		
Ability to work effectively as part of a team	✓	
Proficiency in Google Sheets, Microsoft Excel or similar software.	✓	



Ability to work calmly under pressure	✓	
Effective time management skills	✓	
Flexible and adaptable approach to managing workload	✓	
Ability to prioritise work effectively to meet deadlines and exam dates	✓	
Ability to use own initiative and work independently	✓	
Other Requirements		
Willingness to work towards ACCA Qualification	✓	

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the criteria listed.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS checks, satisfactory references, and other pre-employment checks in line with safer recruitments.

