



APPRENTICE FINANCE ASSISTANT

This is a role within the Trust

Job Description & Person Specification

January 2026

Job Description

Job Title:	Apprentice Finance Assistant
Accountable to:	Finance & Contracts Manager
Grade:	London Living Wage
Contract:	Fixed term

Working Hours

30 per week / Term time only

Core Purpose

The Finance Apprentice will support the Trust Finance Team in delivering effective, accurate and compliant financial services across Cirrus Primary Academy Trust. The role provides an opportunity to gain practical experience in finance while working towards a recognised apprenticeship qualification.

Key Duties & Responsibilities

The Apprentice Finance Asst will:

1. Safeguard and promote the welfare of children and young people
2. Take appropriate action and report concerns to the Designated Person for safeguarding and follow the Trust's child protection and safeguarding policies.
3. Maintain an attitude of 'it could happen here' when it comes to safeguarding.
4. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect.
5. Assist with the processing of purchase orders, invoices and payments
6. Support accounts payable and accounts receivable processes
7. Maintain accurate financial records, both electronic and paper-based
8. Input financial data onto Trust finance systems and spreadsheets
9. Assist with budget monitoring and basic financial reporting
10. Support month-end and year-end finance processes
11. Liaise with academy staff, suppliers and external partners in a professional manner
12. Support audit, compliance and financial assurance activities
13. Ensure confidentiality and data protection requirements are adhered to at all times
14. Carry out general administrative tasks to support the Finance Team
15. Undertake apprenticeship training and assessments as required
16. Participate in training, meetings and professional growth reviews
17. Develop skills and knowledge relevant to the role
18. Carry out other duties appropriate to the post as directed by the Trust Finance & Contracts Manager
19. Be a role model and take a lead in ensuring excellent professional practice across the Cirrus Primary Academy Trust.
20. Work from the Trust central offices but be able to provide support to other schools as requested.

Person Specification

Essential Requirements

1. GCSEs (or equivalent) in Maths and English, or willingness to work towards these
2. Commitment to completing a finance apprenticeship qualification
3. Good numeracy skills and attention to detail
4. Basic IT skills, including Microsoft Word and Excel
5. Ability to organise workload and meet deadlines
6. Willingness to learn and take direction
7. Ability to work both independently and as part of a team
8. Professional approach to work and communication
9. Reliable and punctual
10. Motivated and enthusiastic about developing a career in finance
11. Honest, trustworthy and able to handle confidential information
12. Positive attitude and willingness to learn

Desirable Requirements

13. A-levels, vocational qualifications or prior study in finance, business or accounting
14. Previous office or administrative experience
15. Experience of using finance systems or spreadsheets
16. Interest in working within the education sector
17. Understanding of basic financial processes
18. Strong communication skills