



SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Finance Apprentice
Reporting to	Trust Finance & Business Manager
Hours	37 hours per week/52 weeks per year
Grade/Point	A3

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- To support the Trust's financial and accounting functions whilst successfully completing through work experience, studying, training and development for the Level 2 or 3 AAT Accountancy qualification.
- You will be an integral part of the team supporting them to maintain an efficient and accurate finance function. You will undertake, input and process the financial records for the schools and bookkeeping activities.
- This new role offers an outstanding opportunity for the right candidate. The fully funded training will lead to a level 2 or 3 AAT Diploma in Accounting. Applicants should have a demonstrable interest in pursuing a career in accountancy or financial administration and prepared to undertake training with a provider one day a week.
- You will be required to attend training online as required by the training provider and complete course work to a high standard. You will also be undertaking a range of financial administration and accounting tasks suited to the post holder's current level of training and development.

Main Duties and Responsibilities:

- To maintain the Trust's Finance systems
- To deal initially with all financial queries from staff, students, suppliers and auditors, referring to the School Finance Lead as appropriate.
- To input/reconcile financial data promptly up to but not including trial balance.
- To input and process orders.
- To input suppliers' invoices and credit notes.
- To raise debtor invoices and monitor payments.
- To input journals, including internal recharges.
- To input Staff Expenses claims, Credit Card Transactions and processing of Travel and Mileage claims.
- In conjunction with the Finance Manager & Chief Financial Officer to prepare all documentation and computer records for close down at year end.
- To be aware of and comply with legal requirements for Audit and to fully support the audit process.
- To support the Trust Business Partners as requested.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths 	<ul style="list-style-type: none"> Relevant school finance experience AAT Level 3 or 4 (complete or part complete)
Experience	<ul style="list-style-type: none"> Good understanding of IT systems including Email, Spreadsheets and Word Processing 	<ul style="list-style-type: none"> Knowledge of working databases Office based experience Experience of working in school setting Working with Microsoft Office applications
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, verbally and in writing Excellent grammatical, spelling and punctuation skills. Ability to manage time effectively Ability to work on own initiative and to meet deadlines Ability to work effectively as part of a team and work collaboratively Strong organisational and planning skills 	<ul style="list-style-type: none"> Ability to solve problems and find creative solutions
Personal Qualities	<ul style="list-style-type: none"> Calm under pressure with a flexible and adaptive and highly professional approach to their work Reliable and trustworthy Embodies the Trust's vision and values "Can do" attitude Friendly persona Awareness to and commitment to equality Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> Committed to personal and professional development.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....