

JOB TITLE: Trust Finance Apprentice

REPORTS TO: Senior Finance Officer

SUPERVISES: Not Applicable

BAND: A

JOB PURPOSE:

To provide clerical support under the supervision of the Senior Finance Officers and Chief Finance Officer. To assist with data entry, administration, answering and directing telephone enquiries.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the Trust's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of you manager, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- Processing of creditor invoices to purchase ledger for Trust schools.
- Processing of purchase order requisitions for Trust schools.
- Liaising with the finance links within our Trust schools.
- Assist with internal/external finance queries.
- Complete relevant administration associated with the role e.g. – filing and scanning of invoices.
- Follow the Trust's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Demonstrate a positive commitment to equality and diversity and support the co-operative values.
- Any other duties commensurate with the role.