

Ludlow CE School

Finance Assistant (Apprentice)

Job Description

Job Title: Finance Assistant	Grade: Apprenticeship salary scale	Job Details: 37 hours per week Term Time plus 5 PD days
Responsible to: Finance and Resources Manager		
Responsible for: n/a		
Functional links with: Head of Operations, Associate Staff, DHMAT Staff, Teaching Staff.		
<p>Main purpose of job: To provide administrative support to the Finance and Resources Manager. Under a range of administrative tasks, reception and customer service functions to support the effective operation of the school.</p>		
<p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> ▪ Assisting the Finance and Resources Manager as part of the Administration Team. ▪ Responsible for processing all orders. ▪ Responsible for maintaining online records and ledgers. ▪ Responsible for the administration of Lettings. ▪ Responsible for obtaining quotes and assessing best value. ▪ Undertaking general administrative and efficiency routines and procedures to support the department and the school as a whole. 		
<p>Job Activities:</p> <ul style="list-style-type: none"> ▪ Responsible for processing orders and invoices on The Trust's Finance systems, ensuring orders are correctly completed and authorised. ▪ Responsible for obtaining quotes and discounts, seek value for money and adhere to The Trust and school's purchasing policy. Review orders on an on-going basis. ▪ Responsible for the administration of lettings of the school facilities. This includes maintaining a diary, arranging site services cover, confirmation of bookings, liaising with external organisations & Heads of Department all to be carried out in compliance with the school's lettings policy and audit requirements. ▪ Responsible for raising debtor accounts for lettings. ▪ Responsible for maintaining and updating the school's register of equipment on The Trust and school's systems. ▪ To assist with the collection of money, receipting the same and entering the transaction onto the online systems and paying-in monies to the bank as required. ▪ To assist with the monitoring of grant spend, keeping records and collecting evidence as required. ▪ Dealing with the return of faulty goods. ▪ To assist with the running of finance systems and financial control in the absence of the Finance and Resources Manager. ▪ To undertake any other duties appropriate to the grade that might be requested by the immediate superior. 		
<p>Other information:</p> <ul style="list-style-type: none"> ▪ Have personal impact, self-confidence and presence ▪ Display energy, enthusiasm, commitment and perseverance ▪ Willingness to work in support of the values and inclusive ethos of the school. ▪ Be adaptable to change in circumstances and new ideas ▪ Set a good example by one's own presentation, personal and professional conduct ▪ Disclosure type: enhanced 		

Job Holder Name:

Job Holder Signature:

Date:

Line Manager Name:

Line Manager Signature:

Date:

Ludlow CE School
Finance Assistant (Apprentice)
Person Specification

	ESSENTIAL	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> Some relevant work experience in a finance setting Working knowledge of Microsoft Office and Microsoft Excel. 	Application Form Interview References
Qualifications	<ul style="list-style-type: none"> Five GCSE Grade C or above [or equivalent]. Willingness to undertake an appropriate finance / accounts qualification 	Application Form Qualification Certificates
Skills and Abilities	<ul style="list-style-type: none"> Attention to detail – high level of accuracy. Organisation and time management – ability to prioritise tasks, meet deadlines and manage workload effectively. Communication Skills – clear verbal and written communication. The ability to communicate with a wide variety of people including students and staff. Teamwork – work effectively as a team and build positive relationships with staff, students, suppliers and external partners. Confidentiality – understand the importance of discretion, GDPR compliance and handling sensitive information securely. The ability to achieve the highest levels of quality and performance Problem-solving and initiative – willing to take initiative when appropriate and seek guidance when needed. Have the ability to solve basic queries and escalate issues appropriately. 	Application Form Interview References
Other Factors	<ul style="list-style-type: none"> Reliability and punctuality – consistently dependable and able to manage deadlines and time-sensitive tasks. A good team member with a willingness to work flexibly with academy staff to ensure the smooth running of the Finance and Administration Team. Demonstrate motivation to develop skills through training and show an interest in developing a finance career. A willingness to support wider administrative task, not just finance. Personal and professional integrity, which includes having a good work ethic, high levels of personal integrity and professionalism. Willingness to work in support of the values and inclusive ethos of the school. Set a good example by one's own presentation, personal and professional conduct. 	Application Form Interview References
Job Holder Name: Job Holder Signature: Date:		Line Manager Name: Line Manager Signature: Date