

Job Description: Finance Apprentice

Job Purpose

Assist in the provision of finance functions for the Central Trust Team and Wellfield School, whilst studying towards a Level 2 AAT qualification. The role will provide experience in several areas including purchase invoices, payments and income, sales invoicing and basic accounting functions.

Grade: Apprenticeship

Responsible to: Finance Officer

Base: Connect MAT Head Office (and Wellfield School if successful candidate has access to transport)

Main Responsibilities

Maintain accurate financial records.

Process invoices promptly and accurately to meet tight deadlines.

Raise invoices to the Trust's debtors, in order to recover income in a timely manner.

Update and maintain the Trust's Supplier Database.

Provide effective financial and administrative support to the Finance Officer, Finance Manager and other members of the team as and when required.

Develop and maintain positive relationships with colleagues, customers, creditors and all stakeholders.

Produce basic reports and financial information as required and respond to basic requests for information relating to the Finance function.

Develop a high level of ICT skill including the use of Excel, Word, Outlook and the Trust Financial Management System.

Operate at all times within the policies and procedures of the Trust.

Maintain confidentiality at all times.

Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns.

Meet the demands of the apprenticeship qualification and work with the training provider to ensure qualification is obtained within the agreed timeframe.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Chief Operating Officer from time to time, up to or at a level consistent with the main responsibilities of the job.

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date:



Person Specification: Finance Apprentice

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	<p>3 A-levels or equivalent</p> <p>5 GCSEs at Grade 4/C or above including Maths and English</p> <p>Willingness to work towards a Level 2 or Level 3 Finance/Accounts Apprenticeship (AAT)</p>	<p>One A-level in a numerate subject e.g. Maths, Economics, Business</p>	<p>Application form/Interview</p>
Professional Skills & Knowledge	<p>Strong numeracy skills and accuracy with figures</p> <p>Ability to use ICT effectively and to learn and use financial data</p> <p>Ability to follow instructions and meet tight deadlines</p> <p>Good attention to detail and methodical working style</p> <p>Excellent written and verbal communication skills</p> <p>Ability to maintain confidentiality at all times</p>	<p>Basic Microsoft Office skills, especially Excel</p> <p>Experience of administration/office work</p>	<p>Application form, Interview/Assessment, References</p>
Personal attributes	<p>A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Ability to work effectively as part of a team</p> <p>Strong motivation and commitment to learning all aspects of the role and to studies</p>	<p>Excellent interpersonal skills with a proven ability to build effective working relationships with colleagues and other key stakeholders</p> <p>An understanding of schools and Multi Academy Trusts</p>	<p>Application form, Interview/Assessment, References</p>

	Reliable and punctual with professional and respectful manner Self-motivated and able to work independently on routine tasks Adaptable and resilient in a busy school/MAT environment Suitability to work with children		
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