



## **RECRUITMENT PACK**

## **FINANCE APPRENTICE**

**Closing Date: 12 noon, Monday 29<sup>th</sup> June 2026**





**11-18 Mixed, Multi-ethnic, Outstanding Academy  
1700 on roll (inc 300 in Sixth Form)  
One of Brent's most over-subscribed schools**

### **FINANCE APPRENTICE**

**15 month apprenticeship role  
Salary – First Year — £12,544 p.a.  
35hrs per week including study leave (8am – 4pm)  
Term Time only  
Starting September 2026**

We are looking for an enthusiastic and motivated Finance Apprentice to join our busy and supportive finance team within a vibrant school environment.

You will play an important role in supporting the day-to-day financial and administrative operations of the school, including processing payments, maintaining accurate records, assisting with financial reporting, and providing excellent customer service to parents, students, and staff.

#### **What we're looking for:**

- An organised, reliable, and detail-oriented individual with a genuine interest in finance and administration.
- A team player with strong communication and interpersonal skills who can interact professionally with parents, students, and colleagues.
- 5 GCSEs (or equivalent) grades A\*–C, including English and Maths.
- Good IT skills, including confidence using Microsoft Office applications, particularly Excel.
- The ability to handle confidential information with discretion and professionalism

To apply please refer to:-

[Chrysalis Multi Academy Trust, Kenton, | Teaching Jobs & Education Jobs | MyNewTerm](#)

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## **Job Description**

**Job Title:** Finance Apprentice

**Reporting to:** Finance Manager

## **Main Duties and Responsibilities**

### **School Shop Administration**

- Manage daily operations of the school shop.
- Reconcile shop sales and prepare financial reports.
- Maintain accurate stock and pricing records.
- Assist with cash banking.

### **Music Payments & Updates**

- Administer music tuition payments on ParentPay and related accounts.
- Update student music participation records and payment statuses.
- Prepare periodic reports on music program finances.

### **ParentPay – Trips**

- Setting up and managing trip payment schedules and collections through ParentPay.
- Maintain accurate records of student participation and payments.
- Coordinate with trip organizers regarding financial reporting.

### **ParentPay Administration**

- Process and monitor ParentPay account manual top-ups.
- Respond to parent queries relating to online payments and balances.
- Assist parents with account access and payment troubleshooting.

### **Canteen Debt Management & Reports**

- Monitor student debt accounts and follow up on outstanding balances.
- Prepare regular debt management reports for leadership and finance teams.
- Communicate professionally with parents regarding overdue accounts.
- Monitor and manage staff account balances and repayments.
- Maintain confidentiality and accuracy of financial records.

- Provide support for staff account queries.
- **General Duties**
- Maintain accurate financial and administrative records.
- Ensure compliance with school financial procedures and data protection requirements.
- Provide excellent customer service to parents, students, and staff.
- Support the finance team with ad hoc administrative duties as required.

### **Personal Attributes**

- Professional and approachable manner.
- Strong organisational skills.
- Ability to handle confidential information with discretion
- Commitment to self-development
- Good interpersonal skills