

# Role Description

## Apprentice Finance Assistant

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|------------------------|-----------------|
| <b>NJC Pay Range</b>   | Apprentice      |
| <b>Responsible To:</b> | Finance Manager |

### Main Purpose of the Post

- To work with the Chief Finance Officer and the Trust Finance Team to provide support to all central Trust and individual Academy staff.
- To support the team in financial transactional and administrative tasks.
- To provide excellent customer service to all external and internal stakeholders, investigating through to resolution all transactional queries.

### Standards and Expectations

- Be an excellent role model, exemplifying the Trust's values and behavioural standards.
- Demonstrating high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

### Key Areas of Responsibility

- To assist in the processing of all Trust and Academy invoices onto the purchase ledger in a timely manner.
- To support in the preparation and upload to the bank, weekly and ad hoc payment runs, ensuring suppliers are paid within agreed terms and in accordance with the Trust procurement regulations.
- To provide excellent customer service to all external and internal stakeholders, providing first line support for all transactional queries, and escalating queries where required to the MLT Finance Manager.
- To support in requesting and processing of supplier credit notes where required.
- To assist in the review of aged creditors listing on a regular basis.
- To process new supplier requests, providing support in ensuring all validation checks are completed in line with Trust Financial Regulations.
- To raise Trust and Academy requisition orders and receipt goods and services where required, ensuring accurate coding of all costs.
- To raise sales ledger invoices as required, ensuring accurate coding of income.
- To assist in the review of the aged debtors listing on a regular basis.
- To support Academies in the day-to-day operation of the Parentpay system.
- To support the Directors of Finance and Finance Manager in the preparation of all relevant regulatory returns.
- To support the delivery of ad hoc finance and procurement projects as required.
- To undertake all financial and transactional administrative tasks when required, e.g. filing and archiving of financial information.
- To provide support to all central Trust and individual Academy staff with regards to Trust Financial Regulations and finance systems.

### Other Considerations Relevant to the Role

- To work from an identified MLT Office location.

- To work with flexibility, there may be occasions when the postholder is required to travel to and from Academies and other locations in the course of undertaking work duties for which the postholder is responsible for ensuring they have appropriate business insurance.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

# Supplementary Information

## NJC Pay Range

Apprentice

## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

## Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

## Engagement with Stakeholders

- To build and maintain effective personal relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

## Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***