

**Job Description**

**Finance and Accountancy Higher Degree Apprentice**

**Reports to:** Director of Finance and Resources

**Pay Scale:** SFCA Support Staff Pay Scale Points 3-6 (based on experience, line management responsibilities, and qualifications)

Actual starting salary £22,312, with pay increments each year\*

\*Subject to passing each year of the course.

**Hours of Work:** 37 hrs per week, full year, permanent post\*

Study time will be provided in accordance with the needs of the apprenticeship (minimum 6 hours a week)

\*Permanent post, subject to successfully passing the degree

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**Key purpose of role:**

The postholder will work towards a finance professional qualification (CIMA/ACCA) and become responsible for a range of financial tasks including preparation of the monthly management accounts and VAT claim, and operating the College’s bank accounts. They will also be expected to work flexibly, assisting other departments when necessary and be a point of contact for finance queries. The role requires a high level of attention to detail and accuracy.

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**Main Responsibilities:**

The postholder will be assist with:

# Finance

* + - 1. Preparation of the management accounts to agreed monthly time scales, including the preparation of various recurring journals, checking a first draft of the accounts and reviewing variances.

1. Preparing and submitting the monthly VAT claim to HMRC.
2. Acting as the College’s liaison with the payroll bureau when needed ensuring returns are properly authorised and costed and sending this information to our payroll contact, and liaising with Teachers’ Pensions and the Norfolk Pension Fund.
3. Operating the College’s and student association’s bank accounts including:
   * Reviewing the bank account on a daily basis and posting these transactions to the finance system.
   * The banking of cash receipts (including exam resit money) from staff and students and preparing the necessary documentation for posting this information to the finance system.
   * The preparation and posting of cash transactions to the finance system including direct debits, income receipts, daily balance transfers and cafeteria takings.
4. Preparing College invoices and ensuring remittances are received and outstanding invoices are chased.
5. Ensuring that all paperwork (banking details, outstanding orders, completed orders and paid invoices) is electronically filed.
6. Purchasing items, where required, using a College credit card, as well as summarising and reviewing the monthly statements from Barclaycard for all cardholders.
7. Completing the annual Asset Register physical verification to meet our audit requirements, and ensuring that all new Assets are tagged and their location recorded as the register is updated monthly.
8. Working with the Director of Finances and Resources to prepare for internal audits.
9. Working with the Director of Finances and Resources to assist with the annual external audit and preparation of the external accounts.
10. Liaising with external stakeholders such as Teachers Pensions, the Bank and other key suppliers.
11. Performing other tasks, as required, including cover for colleagues.

**Other Responsibilities:**

* + - 1. Manage the system for lettings on the 3G pitch.
      2. Assist with student queries in relation to transport, visits or finance.
      3. Cover for the cafeteria and coffee shop, including assisting when necessary.
      4. In conjunction with the Director of Finances and Resources continually review processes ensuring they are efficient and fit for purpose.

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***All employees have a duty for safeguarding and promoting the welfare of children and young persons and must have due regard to the need to prevent people from being drawn into terrorism. Staff must be aware of the College’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

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**The post holder will also:**

1. Contribute to the College’s Quality Assurance processes as required
2. Participate in the College’s Staff Appraisal scheme as required and attend training and development as appropriate to the role.
3. Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity.
4. Demonstrate positive behaviours and day to day commitment to the College’s Core values of Excellence, Care, Diversity and Integrity.
5. Demonstrate commitment to own continuous professional and personal development.
6. The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by their manager or College Principal.
7. This job specification is subject to annual review by the line manager and Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder.

**Health and Safety Responsibilities of all staff:**

1. Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager in accordance with EN Policy.
3. Ensure that personal protective equipment (PPE) provided for their safety is maintained and used appropriately and that any problems are reported immediately to their line manager.
4. Report any health concerns to line manager or HR Team which may be work related or which may affect their ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by the line manager.
6. Comply with College and departmental H&S procedures relevant to their particular area and systems of work including emergency procedures.

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| **Signed (postholder)** |  |
| **Date** |  |

**PERSON SPECIFICATION: Finance Higher Degree Apprentice**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **Assessed**  **From:** |
| **QUALIFICATIONS/**  **TRAINING** | Willingness to undertake a professional qualification  Level 3 qualifications (A Level equivalent) or part AAT qualified | Experience of working in an accounts department | Application  Certificates |
| **KNOWLEDGE/**  **UNDERSTANDING** | Knowledge of a broad range of finance and administrative tasks  Understanding of the need for confidentiality and discretion  Able to demonstrate understanding of the principles of Safeguarding and Equality and Diversity as relevant to needs of post |  | Application  Test  Interview  References |
| **EXPERIENCE** |  | Knowledge of banking and invoicing procedures  Financial data entry  Experience of working with financial procedures | Application  Interview  References |
| **SKILLS/ABILITIES** | High level of IT skills and competency using MS Office (particularly Word, Access and Excel), and able to learn new systems as required  Able to work with a high degree of accuracy and attention to detail  High standards of verbal and written communication skills | Able to relate effectively to young people | Application  Test  Interview  References |
| **ATTRIBUTES** | Treats others with respect and dignity  Work effectively on their own and collaboratively within a small team  Flexible and able to multitask  Positive attitude and commitment to excellence  Able to remain calm and effective under pressure |  | Interview  References |