

## SAPIENTIA EDUCATION TRUST JOB DESCRIPTION

### FINANCE APPRENTICE

<b>Line Manager:</b>	Head of Finance
<b>Salary:</b>	<p>Starting salary: <b>£10,187 per annum</b> (£5.28 per hour)</p> <p>Following successful completion of probationary period would move to the Trust's Support Staff Scale, points 1-3.</p> <p><b>FTE: £20,258 - £20,812 per annum</b></p>
<b>Location:</b>	Wymondham College

### THE POST

The Sapientia Education Trust (SET) is an expanding multi-academy trust comprising of 17 primary and secondary schools.

Sapientia Education Trust is seeking to recruit an enthusiastic Finance Apprentice to join our busy Finance department. This is an exciting opportunity to gain valuable experience whilst also studying. The successful candidate will be interested in pursuing a career in Finance and being part of our growing team.

This is a 15-month developmental role that includes course fees, paid study leave and the opportunity to apply your learning in your day to day work. The post-holder will be expected to complete the AAT Assistant Accountant Diploma (Level 3) administered and delivered by First Intuition.

This is an integral post and the ideal candidate will possess strong team working skills, the ability to communicate effectively with a variety of staff and have a keen interest to develop a career in Finance.

On appointment, the successful candidate will be required to complete a six-month probationary period.

### PERSON SPECIFICATION

The personal competencies expected of all SET support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Finance Apprentice are:

- Be interested in developing a career in Finance and undertake the AAT Assistant Accountant Diploma (Level 3);
- Be a flexible and enthusiastic team player;
- Be adaptable and resilient in managing and executing their daily responsibilities;
- Have good communication skills in person and in writing to respond to staff, students and outside agencies;
- Be organised and able to manage, plan and complete daily and weekly tasks in a busy office environment;
- Be familiar with the use of, or prepared to learn how to use, a variety of ICT Systems; and
- Be able to maintain confidentiality and committed to providing the best possible service to the staff, governors, students and parents.

The qualifications and previous experience required for a Finance Apprentice:

- Five GCSE's (grade 9-4 / A\*-C) including Maths and English.
- A-levels in Maths, Business, Accountancy or Economics would be desirable.
- The post-holder must be prepared to work towards an AAT Assistant Accountant Diploma (Level 3).

## **JOB SPECIFICATION**

### **General Responsibilities**

The Finance Apprentice is responsible to the Head of Finance in supporting the Finance department functions. The post-holder will be required to undertake a variety of day-to-day tasks but also to specifically research projects as directed by the Head of Finance.

The post-holder will be required to comply with the SET Code of Conduct for Staff and Volunteers.

SET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the SET's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

## Specific Responsibilities

- Take responsibility for the Purchase Ledger for specific schools, entering transactions into Sage Accounts system as required, and acting as the primary point of contact for school staff and suppliers on financial matters;
- Generate suggested payments for assigned schools for review and approval by the Head of Finance;
- Support the management of the Trust's bank accounts and school petty cash as directed;
- Provide support to all Trust schools on financial matters as directed by the Head of Finance;
- Provide information and advice to assist with setting and monitoring of each annual budget at each Trust school;
- Proactively identify opportunities to improve the financial operation of the team and Trust;
- Provide general office support to the finance office including filing, data entry, post collection and delivery.

## HOURS OF WORK

Weeks per year	52
Hours per week	37
Normal Working Pattern	Mon – Thu 0830-1630hrs Fri 0830-1600hrs
Unpaid Breaks	30 minutes lunch break
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager.
Overtime	Additional work may be required on Saturday mornings or evenings during term time for which overtime is not paid.
Study Time	The role will include 20% (7.5 hours per week) of the off the job training which will include dedicated days at college, revision days, exam leave and office based project work, as agreed with the Line Manager.

## REMUNERATION

### Salary Details:

- Starting salary: **£10,187 per annum** (£5.28 per hour)
- Following successful completion of a probationary period the post-holder will move to point 1 of the Support Staff Scale, **FTE £20,258 per annum**.
- There is further opportunity to progress up to point 3 on the Support Staff Scale, FTE £20,812 per annum, subject to performance.
- The salary incorporates any approved study time.

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

SET staff enjoy a number of non-contractual benefits, including free refreshments, midday meals during term-time, access to discounts through the Trust's benefits package, free on-site parking and professional membership fees paid.

The post-holder will be entitled to join SET's nominated pension scheme for support staff.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify SET employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

### **REVIEW**

The Job Description will be reviewed annually as part of SET's Performance Management programme.