



## Finance Apprentice

<b>Purpose</b>	To provide effective and efficient finance administration support for the Wessex central team and schools within the Trust, completing a range of tasks to meet operational service requirements.
<b>Reporting to</b>	Wessex Learning Trust Schools Finance Manager
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Schools Finance Manager in the organisation, management and development of the Trust and school budgets.</li> <li>• Commitment to completing the AAT qualification via the apprenticeship scheme.</li> <li>• Attend all training, mentoring, supervision and other sessions as required by the apprenticeship provider in order to pass the qualification.</li> <li>• Ensure the effective operation of financial control within the Trust and best value on all expenditure.</li> <li>• Ensure supplier invoices and credit notes are processed efficiently, ensuring the appropriate authorisation, following the trust/academy scheme of delegation.</li> <li>• Maintain accurate and up to date computerised records in respect of school finances.</li> <li>• Assist with the production of contracts, offer letters and variation to contract letters.</li> <li>• Respond to a range of financial enquires from internal and external customers, including suppliers and staff, in a professional manner, establishing their requirements and adapting the standard of responses accordingly.</li> <li>• Process purchase orders.</li> <li>• Raise invoices for services provided.</li> <li>• Aid in processing payroll and employee expense claims.</li> <li>• Maintain payroll records and ensure compliance.</li> <li>• Distributed relevant budget holders as required.</li> <li>• Assist with month end procedures.</li> <li>• Keep up to date with financial regulations and related policies.</li> <li>• Provide advice and support to the Academies as and when required.</li> <li>• Support the provision of a financial service to the schools within our Trust.</li> <li>• Handle general accounting administration and filing tasks.</li> </ul>

<b>Additional duties and information</b>	<ul style="list-style-type: none"> <li>• Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the role.</li> <li>• Ensure confidentiality at all times.</li> <li>• The post holder will be based at Wessex Learning Trust Headquarters in Cheddar, but may be expected to travel to other Wessex schools, as necessary.</li> <li>• Ensure the aims, priorities and policies of the Trust are adhered to.</li> <li>• Act as a positive representative of the Trust and its learners in all circumstances and at all times.</li> <li>• Carry out any other duties as commensurate within the grade, as reasonably requested by the Director of Operations, Trust Director of Finance or Schools Finance Manager.</li> <li>• Contribute to the overall ethos/work/aims of the Trust.</li> <li>• Support and recognise the role of other professionals.</li> <li>• Attend relevant meetings, as required.</li> <li>• Participate in training and other learning activities and performance development, as required.</li> <li>• This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.</li> <li>• <b>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</b></li> </ul>
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<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

	Essential (E) Desirable (D)
<b>QUALIFICATIONS</b>	
5 GCSEs or equivalent (Grade A*-C) including Maths and English or equivalent.	E
<b>SKILLS</b>	
Excellent communication skills.	E
Excellent numeracy/literacy skills.	E
The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.	E
Enviably attention to detail.	E
<b>PERSONAL QUALITIES</b>	
High professional and personal standards.	E
Work on own initiative and have a pro-active approach to problem-solving.	E
Respect for young people and their needs and passionate about enhancing opportunities.	E
Demonstrates resilience, high level of motivation and 'can do' attitude.	E
Experience of building excellent working relationships.	E
<b>OTHER</b>	
Comply with safer recruitment checks including enhanced DBS.	E