

Job Description

Job Title: Apprentice Finance Administrator
Salary: £210 per week
Employment Status: Fixed-term
Working hours: 37 per week
Working weeks: All-year-round

Responsible to: Finance Officer - Compliance and Financial Administration

Core Purpose

- Working as part of the central finance administration team, to act as the first point of contact by responding to telephone and email enquiries, assisting staff, external agencies and following safeguarding procedures.
- Undertaking accounts payable work:
 - To process Orders on behalf of the academies within the trust
 - Matching delivery notes and Invoices to orders
 - Processing invoices for payment
- Undertaking accounts receivable work :
 - Setting up parental payments on parent pay portal
 - Raising invoices
 - Chasing debt
- To assist in the electronic filing of documentation onto our Financial Management Information System - Xero

Responsibilities

- To provide a proactive financial administration service working from the Finance Inbox, by answering telephone queries efficiently and effectively with attention to excellent customer care.
- Support all aspects of the finance administration team, which may include, printing , producing transactional reports for budget holders, parental payment sheets, producing trip lists, printing reports and providing debtor information using the trust financial information systems.
- To use Approval Max and Xero on a daily basis for Financial administration
- To undertake postal , printing and scanning duties as required
- Under the direction of the Finance Officer - Compliance and Administration to liaise with Academy staff, external suppliers, letting agents and any other stakeholders to ensure up to date financial administration.
- To carry out any other duties as directed by the Finance Officer - Compliance and Administration that are within the scope, purpose and spirit of the role.

- Provide support to the Trust Financial Controller during the academy holidays to ensure:
 - the central finance team are prepared for the financial year-end and
 - new term

By chasing orders, deliveries, answering calls and any other tasks that are directed to the central finance function.

Other Responsibilities

- To complete the full apprenticeship training programme
- Actively participate in your own development plan under the supervision of your line manager and training provider
- Participate in professional development opportunities with a willingness to develop additional skills and expertise
- Contribute to the overall ethos and aims of the Central Finance Team and Trust
- To promote and prioritise the safeguarding of all pupils
- To undertake any other duties and any reasonable instructions as requested by the Finance Officer - Compliance and Administration
- To adhere to Health and Safety regulations.

Review

Please note that this is illustrative of the general nature and level of responsibility of the role. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Finance Officer - Compliance and Administration / Trust Financial Controller.

Updated: 24th August 2021

Line Management: Finance Officer - Compliance and Administration

Line Management for performance purpose: Finance Officer – Compliance and Administration

Person Specification – Apprentice Finance Administrator

Training and Qualifications	Essential (E) Desirable (D)
GCSE Grade C/4 or above in English and Mathematics	E
Additional subjects at GCSE grade C/4 +/GCE O level.	D
Experience	E/D
Experience working within an administrative role or customer facing role	D
Experience of processing invoices	D
Experience working with financial management information systems	D
Skills, Abilities and Attributes	E/D
Good communication and interpersonal skills, confidence, professionalism and patience	E
Suitable standard of organisational skills with strong attention to detail and accuracy	E
Excellent literacy skills to provide a high level of effective clerical and administrative support	E
Good team player and have a flexible approach to work	E
The ability to use ICT including use of Microsoft Office software and outlook with a willingness to undertake additional IT training	E
Maintain confidentiality at all times	E
Able to remain calm, efficient and positive under pressure	E
Ability and willingness to follow instruction and learn new tasks	E
Positive approach to own continuous personal professional development and training with a commitment to completing the apprenticeship and obtaining a qualification	E
Good Customer care skills	D

Ability to plan effectively, and work to deadlines within a busy reactive environment	D
CORE COMPETENCIES	E/D
Clear understanding and commitment to safeguard and protect children	E
Conscientiously adheres to trust policies and procedures and works ethically	E
Works in a way that abides to the trust values of Care, Hard Work, Respect, Integrity , and working Together .	E

Updated: 27th August 2021

Line Management: Finance Officer - Complinace and Administration

Line Mangement for performance purpose: Finance Officer – Complinace and Administration