



## **Apprentice: Finance**

### **Job Purpose:**

To provide financial and routine administrative support to the finance team

The role is to provide the apprentice with a good foundation in the functions of a small and busy finance office, learning new skills in relation to purchase and sales activities and gaining an understanding of policy and procedures that protect the organisation finances.

### **Duties include:**

- To support finance service in relation to purchase invoices and sales invoices
- Place and send purchase orders on the finance system for central teams
- To ensure delivery documentation is recorded and scanned onto the finance system
- To check for accuracy in relation to payments including purchase orders are marked off (closed)
- To check supplier statements to financial records and investigate queries accordingly.
- To support in the generation of invoices for the Multi Academy Trust
- To assist in the administration and processing of fees, e.g. Parent Pay
- To assist with month end and year-end activities
- To support in the processing and reconciliation of charge cards.
- Produce spreadsheets for financial monitoring/analysis purposes.
- To provide routine clerical support e.g. photocopying, electronic filing, emailing, completing routine forms and other general administration
- To provide high quality customer service through, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required
- To respond to routine enquires from staff, pupils and parents/carers.

### **Key skills and abilities**

- Good literacy and numeracy skills
- ICT literate, with the ability to using computer packages e.g. Microsoft products.
- Ability to undertake administration/clerical tasks, including basic financial tasks.
- Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone
- Good communication skills, and take accurate messages and pass them on to others
- Organisational skills to prioritise work and complete tasks to deadlines
- Ability to follow instructions, procedures and policies
- Ability to work effectively with others and to meet deadlines
- To be willing and able to work to work flexibly including moving between sites



*C r e a t i n g   M e a n i n g f u l   F u t u r e s*

New Bridge Multi Academy Trust operates on a split site basis. From time to time, in the event of staff absence, or in response to changes to organisational need, the post holder may be required to work at an alternative site, other than their initially designated base. Due to split site arrangements; all staff employed by the Group must be willing and able to travel between sites as required.

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post**