



RECRUITMENT PACK

FINANCE APPRENTICE

Closing Date: Midnight, Sunday 13th September 2026





**11-18 Mixed, Multi-ethnic, Outstanding Academy
1700 on roll (inc 300 in Sixth Form)
One of Brent's most over-subscribed schools**

FINANCE APPRENTICE

**15 month apprenticeship role
Salary – First Year — £12,544 p.a.
35hrs per week including study leave (8am – 4pm)
Term Time only
Starting as soon as possible**

We are looking for an enthusiastic and motivated Finance Apprentice to join our busy and supportive finance team within a vibrant school environment.

You will play an important role in supporting the day-to-day financial and administrative operations of the school, including processing payments, maintaining accurate records, assisting with financial reporting, and providing excellent customer service to parents, students, and staff.

What we're looking for:

- An organised, reliable, and detail-oriented individual with a genuine interest in finance and administration.
- A team player with strong communication and interpersonal skills who can interact professionally with parents, students, and colleagues.
- 5 GCSEs (or equivalent) grades A*–C, including English and Maths.
- Good IT skills, including confidence using Microsoft Office applications, particularly Excel.
- The ability to handle confidential information with discretion and professionalism

To apply please refer to:-

[Chrysalis Multi Academy Trust, Kenton, | Teaching Jobs & Education Jobs | MyNewTerm](#)

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Job Description

Job Title: Finance Apprentice

Reporting to: Finance Manager

Main Duties and Responsibilities

School Shop Administration

- Manage daily operations of the school shop.
- Reconcile shop sales and prepare financial reports.
- Maintain accurate stock and pricing records.
- Assist with cash banking.

Music Payments & Updates

- Administer music tuition payments on ParentPay and related accounts.
- Update student music participation records and payment statuses.
- Prepare periodic reports on music program finances.

ParentPay – Trips

- Setting up and managing trip payment schedules and collections through ParentPay.
- Maintain accurate records of student participation and payments.
- Coordinate with trip organizers regarding financial reporting.

ParentPay Administration

- Process and monitor ParentPay account manual top-ups.
- Respond to parent queries relating to online payments and balances.
- Assist parents with account access and payment troubleshooting.

Canteen Debt Management & Reports

- Monitor student debt accounts and follow up on outstanding balances.
- Prepare regular debt management reports for leadership and finance teams.
- Communicate professionally with parents regarding overdue accounts.
- Monitor and manage staff account balances and repayments.
- Maintain confidentiality and accuracy of financial records.
- Provide support for staff account queries.

- **General Duties**

- Maintain accurate financial and administrative records.
- Ensure compliance with school financial procedures and data protection requirements.
- Provide excellent customer service to parents, students, and staff.
- Support the finance team with ad hoc administrative duties as required.

Personal Attributes

- Professional and approachable manner.
- Strong organisational skills.
- Ability to handle confidential information with discretion
- Commitment to self-development
- Good interpersonal skills