



Job Description

Job Title: Finance Administration Apprentice
Salary: National Apprenticeship Wage
Responsible to: Regional Finance Partner

Duties/Responsibilities

General administration duties to include;

- Word processing
- Presentation materials
- Spreadsheets and databases
- Photocopying/scanning
- Create and maintain appropriate filing systems both electronic and paper.
- To distribute incoming and outgoing post and internal communication for and behalf of the Finance department.
- Assist in monitoring shared Finance email inbox - dealing with general queries.
- Support in collating end of month documentation.
- Data input to include processing of accounting journals.
- Raise debtor invoices, monitor income and update invoice tracker, chasing aged debtors where appropriate.
- Process and monitor lunch money debt.
- Assist in trip costings.
- 1st Line support for ParentPay queries for trips and Academy shop.
- Manage school shop orders and stock.
- Support in collating spreadsheets and documents for Bursary, Learning Grant and Prefect Payments.
- Admin support with events such as Academy production, parent's evenings, open events, achievement evenings.
- Assist in setting up new suppliers and verifying bank details.
- Filing and archiving.
- Checking deliveries and ensuring the relevant paperwork is accurate.
- Monitoring stationery stocks.
- Use of inhouse school systems including Pupil information systems, Finance systems, and communication systems.
- Office duties including; answering the telephone, greeting visitors, co-ordinating the visitor sign-in system, handling parental, pupil, staff and visitor queries.
- Other reasonable tasks from time to time as directed by the Finance Manager or Principal.

From time to time, you will also support the wider admin team and the Principal with a range of administrative based duties which will allow you to develop a solid understanding of how to work effectively in a busy administrative based environment.

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.