



**PETERBOROUGH KEYS
ACADEMIES TRUST**

Unlocking Potential

Bradwell Road, Peterborough, PE3 9PY Tel: (01733) 263526 Fax: (01733) 330364 email: info@pkat.co.uk web: www.pkat.co.uk

Finance Apprentice for the Peterborough Keys Academies Trust (PKAT)

We require a Finance Apprentice as soon as possible to join a team and provide effective support for the Chief Finance Officer / Finance Manager in the efficient running of the Finance Office and support to the efficient operations of the finance function of PKAT.

Full training for successful applicant will be provided.

Throughout the Assistant Accountant Level 3 Apprenticeship you will be required to complete and evidence 20% of the job learning, in addition, the apprenticeship will be delivered primarily on Babington Online platform, where the successful applicant will receive full support from a dedicated team of Training Advisors via workshops, webinars and regularly schedule reviews.

Hours are 37 hours per week, 52 weeks per year.

Salary will be paid at the appropriate National Minimum Wage for Apprentices.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***Further details and how to apply are available on the Jack Hunt School website:
www.jackhunt.net/careers***

Closing date: Monday 12 April 2021 at 9.00 am





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Person Specification

APPOINTMENT OF FINANCE APPRENTICE

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We would like to appoint a Finance Apprentice on a Level 3 Assistant Accountant Apprenticeship Scheme. The successful applicant will join a successful Finance Team and focus on maintaining accurate Pupil Premium usage data and varying work across the whole Finance function.

Person Specification

Applicants will be judged against the following criteria:

Essential:

- 5 GCSE's including Mathematics and English Language at Grade C/4 or above.
- Competent I.T. skills; excel / word and outlook with recent experience of MS Office packages.
- Excellent communication skills.
- A good organiser.
- A desire for high standards of work produced.
- The desire to learn and continue to be trained.
- An ability to display initiative.
- Ability to work in a team.
- Having the commitment and willingness to combine work with study through the apprenticeship.
- Have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Although not essential, the following attributes are desirable:-

- Experience of working in a school.
- Experience of working in a finance environment.
- Experience of SAGE finance package.

Pay and Conditions of Service

The successful applicants will be employed for 37 hours per week, 52 weeks per year.

Salary will be paid at the National Minimum Wage for Apprentices.

If you are appointed to the post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check and if necessary, a medical examination.

The school has an appraisal system for its employees.



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Person Specification

Application Procedure

To apply you will need to go the Careers Page on our school website www.jackhunt.net/careers and click on the relevant post and then click on “apply now” button. As part of the application you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the previous page.

Closing date for the post is **Monday 12 April 2021 at 9.00 am.**

Interviews will be held shortly after the closing date.

Thank you in advance for your application



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JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post:	FINANCE APPRENTICE
Scale:	Apprentice pay rates
Hours:	37 hours per week, 52 weeks per year
Accountable to:	Chief Finance Officer, Peterborough Keys Academies Trust (PKAT) & Finance Manager, Jack Hunt School
Date reviewed:	Dec 2020

Purpose of Job

To support the work of the Chief Finance Officer/Finance Manager in the efficient running of the Finance Office and to provide support to the efficient operations of the finance function of PKAT. The job purpose will focus on maintaining accurate Pupil Premium allocations and varying work across the whole Finance function.

Main Duties

1. Maintain an up to date spreadsheet detailing different costs allocated to individual Pupil Premium students. As around 500 students qualify for Pupil Premium and there are many different things funded by Pupil Premium this is a time consuming task.
2. To participate in the school's support staff appraisal scheme and in training courses as and when necessary.
3. Other duties in the Finance Office, which may, from time to time, be required under the direction of the Finance Manager / CFO pertaining to a school or schools within PKAT.





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The remaining items are a flavour of the types of work you will support other team members with:

4. Raising school purchase orders.
5. Preparing invoices for payment and entering on SAGE 200, ensuring adherence to financial procedures at all times.
6. Calculation and Processing mileage claims and other staff claims not covered within the payroll process.
7. Raising cheques and preparing payments for signature.
8. Check off deliveries against school purchase orders.
9. Preparing and entering of direct debit payments onto the system.
10. Dealing with any queries resulting from deliveries from other staff members.
11. Checking and preparation of petty cash payments.
12. Checking statements and dealing with invoice enquiries.
13. Liaison with suppliers regarding discrepancies relating to deliveries and invoicing.
14. Month end procedures, including preparing accruals, prepayments, accrued income and deferred income. Entering journals.
15. Retrieval of information required for budget holders regarding expenditure.
16. Raise sales invoices
17. Provide cover for the school shop, including producing staff and student Id badges.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

