



# Finance Apprentice

(AAT Diploma in Accounting  
Level 2 Apprenticeship)

## Application Pack

- Sutton Coldfield, West Midlands
- Willenhall, West Midlands

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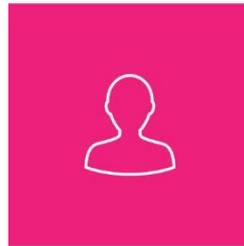


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# 01. About Academy Transformation Trust

## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

# 02. Job Description



## Finance Apprentice

### The Role

The successful post-holder will support the operational and commercial finance team and from time-to-time provide support to the wider Trust finance team when necessary. The post-holder will be responsible for supporting financial reporting and record keeping whilst working in collaboration with the finance team. There will also be opportunities to assist with financial project work.

We will offer study support for the AAT Level 2 Qualification with further development opportunities available (i.e. progression onto AAT Level 3).

The post-holder will be based across the trust's head office in Sutton Coldfield and Pool Hayes Academy (Willenhall).

**Responsible to:** Assistant Financial Controller

### Key Responsibilities

Supporting the Assistant Financial Controller with:

- Monthly reconciliations of company credit cards.
- Accurately supporting the processing of sales invoices.
- Raising purchase orders for operational and capital budget holders.
- Assist with apprenticeship levy contract administration.
- Helping the team with audit visits by preparing information required.
- Assist with month-end deadlines.
- Ordering and maintain stock of office supplies.
- General office administration (scanning, copying, filing and record keeping etc.)
- Providing excellent customer service by responding efficiently to incoming email and telephone enquiries.

Supporting the Purchase Ledger Manager with:

- General office administration (scanning, copying, filing and record keeping etc.)
- Providing excellent customer service by responding efficiently to incoming email and telephone enquiries.
- Any other duties required by The Trust.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

# 04. Person Specification

## Finance Apprentice

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in English (or willingness to achieve)</li> <li>• GCSE Grade C or above in Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Finance or business-related qualification</li> </ul>
Experience		<ul style="list-style-type: none"> <li>• Experience working in an administrative and/or finance related role</li> <li>• Experience working within a team</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Good verbal and written (email) communication skills</li> <li>• Capable of working with a range of people, outgoing and confident approach</li> <li>• Attention to detail and numerical accuracy</li> <li>• Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Good Microsoft Excel skills</li> <li>• Effective organisation and time management skills</li> </ul>
Values	<ul style="list-style-type: none"> <li>• Personal Vision is aligned with ATT's high aspirations and expectations of self and others</li> <li>• Genuine passion and a belief in the potential of every student</li> <li>• Motivation to continually improve standards and achieve excellence above norms</li> <li>• Proactive attitude and be motivated by working to deadlines</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Demonstrates integrity</li> <li>• Promotes and defends equal opportunities</li> <li>• Commitment to the safeguarding and welfare of all pupils</li> <li>• The post is subject to an enhanced Disclosure and Barring Service Check</li> </ul>	



# 05. How to apply

## Finance Apprentice, West Midlands

### Status:

Full Time (37 hours per week)  
Fixed Term for 18 months  
All-year-round  
Apprenticeship (Level 2 AAT Qualification)  
Combination of online and work-related learning with support from a mentor.

### Salary:

Apprenticeship minimum wage

- £3.90 per hour
- £144 per week
- £7,524 per annum

### Closing date:

Tuesday 18<sup>th</sup> February 2020, midday

### Interview Date:

To be confirmed

### Start Date:

As soon as candidate has been successful

### Applying:

Please apply by visiting:

<https://www.academytransformationtrust.co.uk/vacancies>

# *#TransformingLives*

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