



**Ambitious
about Autism**

Recruitment Information Pack

Finance Assistant - Apprentice



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Introduction from Co Ly-Zhao Head of Finance

Thank you for your interest in the role of Finance Assistant at Ambitious about Autism. I hope that you will find our mission and this opportunity exciting and compelling and will consider joining our team at a critical time of expansion and growth in our services.

This role will offer you the chance to join a dynamic, high-performing finance team who are committed to your development. You will be exposed to a whole range of financial accounting roles and responsibilities in this position, including accounts receivable, accounts payable, reconciliations and annual accounts. You will also have the opportunity to get involved in supporting the business partnering team and the monthly management accounts process. There will always be opportunities for you to take on new responsibilities to ensure you are always challenged in your role, more details of which can be found on page 11.

As part of this role, you will study towards the ACCA Diploma in Accounting and Business to provide you with the technical knowledge required to become a finance professional. The role will also offer plenty of opportunity to develop your soft skills including written and verbal communication, time management, prioritisation, and attention to detail, all of which you will require throughout your working career.

Ambitious about Autism has achieved and developed so much since it was founded in 1997, and our services continue to grow and develop. Our outstanding TreeHouse School celebrated its 21st anniversary in 2018 and continues to innovate to meet the needs of young people with complex autism. The Rise School, developed as part of our multi-academy trust, opened in 2014 co-located within a mainstream school and is thriving in its purpose-built building. Ambitious College is London's only autism specific registered day college serving young people with complex autism aged 16 to 25 years. It now has two permanent campuses co-located and developed in partnership with mainstream further education colleges. Both new services achieved a Good Ofsted rating in 2017. Through these services we educate and support over 250 children and young people with autism and thousands more through our national policy and practice influencing work.

Above all, you will share an absolute commitment to our mission and values. This challenge is both exciting and significant and I hope very much that you will consider this opportunity to contribute to our future and the lives of young people with autism.

About Autism

Ambitious about Autism is committed to making the ordinary possible for children and young people with autism.

- **Autism is a lifelong developmental disability which affects 1 in 100 people in the UK. It affects the way a person communicates and how they experience the world around them.**
- **Children with autism face many barriers: these include a lack of understanding of their needs and how to meet them, a lack of good quality services and opportunities to have their views taken into account.**

As a result:

- 4 in 10 children with autism have been excluded from school and 40% are bullied.
- Only 16% of people with autism work full-time and 90% remain dependant on their families for the rest of their lives.
- Many families struggle to support their child and live in poverty and feel isolated.

This must be addressed urgently if we are to stop the wasted opportunities for these children, their families and our society.

Ambitious about Autism

Our History

Ambitious about Autism is the national charity for children and young people with autism.

The charity was established in 1997 by a group of families of children with autism concerned at the lack of appropriate provision for their children. They set out to establish a school that would support their children to learn, thrive and achieve positive outcomes. Following a major capital fundraising campaign and a series of temporary locations and premises, the school and the charity moved into purpose-built accommodation in 2008, together creating the Pears National Centre for Autism Education. Since then the charity has grown its education services, opening both Ambitious College and The Rise School in 2014, and extended its national influencing and enabling activities.

The Ambitious about Autism Schools Trust was set up to support the development of free schools and operates the Rise School.

Our vision

A world where the ordinary is the everyday experience of children and young people with autism.

Our mission

Our ambition is to make the ordinary possible for children and young people with autism.

Our values

Children and young people with autism are at the centre of all that we do: their well-being and safety is our number one priority.

To achieve this:

➤ **We are ambitious**

We invest in our people and aim high to make sure our work has the biggest impact for children and young people with autism and their families.

➤ **We value difference**

We know that creating equal opportunity does not mean one size fits all. We aim to make ourselves accessible to children and young people with autism across the spectrum, from all communities and backgrounds.



➤ **We are team players**

Collaboratively working and building strong partnerships are essential if we are to make the ordinary possible for children and young people with autism.

➤ **We are open**

We strive to be open – open to new ideas, open in how we work and open in how we make decisions.

➤ **We are experts**

We respect and develop the expertise of our talented staff and make sure that we are evidence-based, rigorous and accountable in everything that we do.

Our Aims

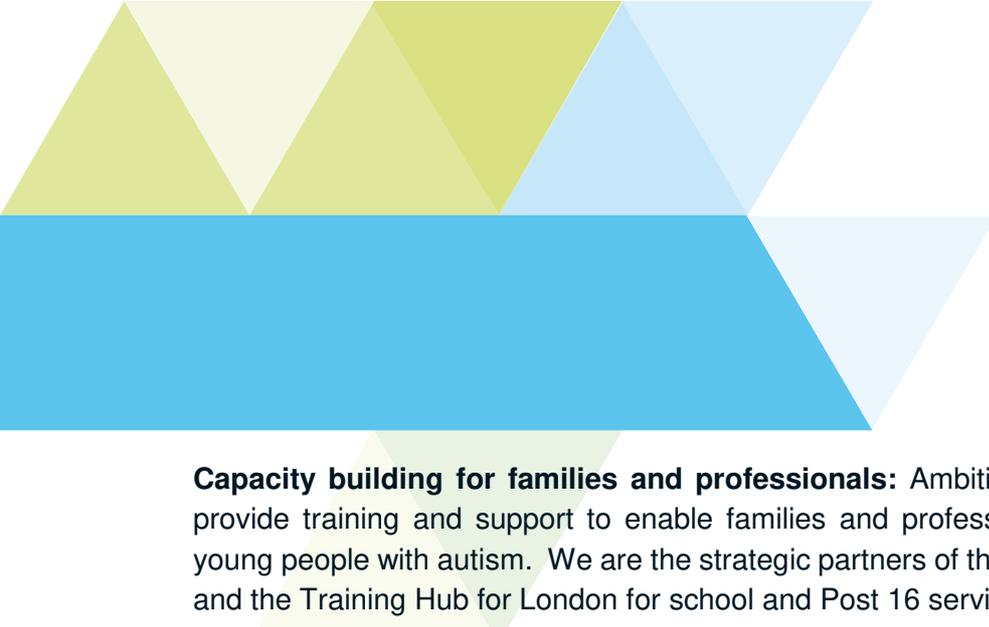
1. **More and better services** that meet the needs of children and young people with autism effectively
2. **Greater awareness and understanding of the needs** of children with autism and how best to meet these needs
3. **Policy at national and local level** that takes into account the needs of children with autism
4. **Ambitious about Autism has the capacity** to deliver its strategy.

Our Services

Ambitious about Autism is focused on developing innovative service models that demonstrate excellent outcomes for young people and are replicable and sustainable. We are committed to creating pathways to enable young people to live a fulfilling life as part of their community.

School years: TreeHouse School is a non-maintained special school for pupils aged 4 to 19 with autism. Established in 1997, the school has an Outstanding Ofsted rating and is well known for its pioneering evidence-based approach. The charity set up a multi-academy trust, Ambitious about Autism Schools Trust, which developed and launched its first free school, The Rise School in September 2014.

College years: Ambitious about Autism runs Ambitious College, which opened in September 2014. This is London's only registered Specialist College dedicated to educating and training young people with complex autism aged 16-25 years. The college is now based on two permanent campuses co-located and in partnership with mainstream further education colleges.



Capacity building for families and professionals: Ambitious about Autism continues to provide training and support to enable families and professionals to support children and young people with autism. We are the strategic partners of the Autism Education Trust (AET) and the Training Hub for London for school and Post 16 services.

Our research work

Ambitious about Autism works directly and in partnership to increase understanding of the needs of children and young people with autism and how they can be met. We do this by carrying out, commissioning and collaborating on research projects. The charity continues to work as a founding partner with the Institute of Education on the work of the Centre for Research into Autism and Education. We also work with Bangor and Warwick Universities to evaluate the effectiveness of our work and to build the evidence base for autism education.

Our awareness raising activities

Building awareness and understanding of autism and the work we do to support children and young people with autism is critical to our ongoing success. We communicate with and involve children and young people, parents and carers, the children's workforce, decision makers and influencers to support the delivery of our mission. Ambitious about Autism is growing and developing its online community, Talk about Autism, to provide support and as a means to engage the autism community in our policy and influencing work.

Our policy and participation work

Our policy work is evidence-based and focuses on influencing the policies and practices of both local and central government. Ambitious about Autism works to respond to policy developments and to proactively campaign on the issues that matter to children and young people with autism and their families. We have developed and grown our participation work and we provide platforms for young people and parents to share their experiences directly with policy and decision-makers. We also use our experience as a service provider to inform policy and practice.

For further information about our work, please see www.ambitiousaboutautism.org.uk

Job Description

Job Title	Finance Apprentice	Team	Finance
Job Band	1	Reporting to	Financial Controller
Hours	35 Hours 9:00 - 5:00 Monday – Friday (including 1 day training per week)	Line Manages	N/A

Role Purpose:

This is a key support role that underpins Financial Operations, ensuring that processing is kept up to date and that accounting records are accurately input onto the finance system, in line with organisational policies. The role also provides support to the Business Partnering team, ensuring that accurate monthly and termly reports are prepared for budget holders.

Key Accountabilities

- Accounts Payable:
 - Process invoices to keep the purchase ledger up to date
 - Ensure all invoices are approved according to the delegated authority guide
 - Produce payment runs for review prior to payment
 - Enter all expense claims onto the finance system checking that claims have all receipts attached, appropriate approval has been sought and claims are in line with policy
 - Enter new suppliers to the finance system, performing appropriate due diligence checks
 - Provide training to junior members of staff on the AP process and how to use the finance system
- Accounts Receivable:
 - Process invoices to keep the sales ledger up to date
 - Issue all sales invoices to customers
 - Match all payments received to invoices on the sales ledger
 - Record and bank all cheques received by the charity

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- Manage the charity petty cash float, including processing and recording payments, and refloating when appropriate
 - Support the Business Partnering team in processing journals and running month end reports
 - Carry out any ad-hoc tasks to support the running of the finance team
 - Responding to queries

Person Specification

Role and Band Competencies	Essential
Education Levels & Qualifications	
1. 5 GCSE A-C grades (or comparable) and a minimum of 2 A Levels	X
2. Commitment to continuing professional development both on and off the job	X
Personal Attributes	
3. Numerate and financially literate	X
4. Deliver with a good work ethic	X
5. Ability to work unsupervised to a high standard whilst effectively prioritising workload	X
6. Self motivated and reliable	X
7. Excellent verbal and written communication and presentation skills	X
8. Finish all work assigned satisfactorily	X
9. Resilient and able to work on own initiative and as part of a team	X
10. Computer literate with working knowledge of all Word, Excel and PowerPoint.	X
11. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X
12. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

3 Year Training Plan

At Ambitious about Autism, we are committed to developing the knowledge and skills of our staff, and want to ensure that our roles give staff the opportunities to grow. We have therefore developed a three year training plan which outline at a high level the additional roles and responsibilities you will take on as you progress through your studies and employment with the charity.

Year 1	Year 2	Year 3
Accounts Payable: <ul style="list-style-type: none"> • Process purchase invoices • Prepare regular payment runs • Process staff expense claims • Set up new suppliers • Manage staff and supplier queries 	Business Partner support: <ul style="list-style-type: none"> • Process journals as part of month end adjustments • Run and send out month end reports to budget holders 	Business Partner support: <ul style="list-style-type: none"> • Attend Business Partner meetings and process adjustments identified • Provide ad hoc support to Business Partners
Accounts Receivable: <ul style="list-style-type: none"> • Process and issue sales invoices to customers • Record and bank cheques / cash received 	Accounts Receivable: <ul style="list-style-type: none"> • Process income received on the finance system 	Accounts Receivable: <ul style="list-style-type: none"> • Support the Financial Accountant in debt chasing • Support the Fundraising team in recording income
Petty Cash: <ul style="list-style-type: none"> • Process and record petty cash payments 	Other tasks: <ul style="list-style-type: none"> • Support the year end annual accounts and audit process • Provide training to junior members of staff on the finance system 	Financial Control: <ul style="list-style-type: none"> • Prepare monthly balance sheet reconciliations • Support finance system maintenance and improvements

How to Apply

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact: Stephen Vickers, Senior Recruitment Officer on SVickers@ambitiousaboutautism.org.uk

Stage	Timescale
Role advertised	Monday 16th September 2019
Closing date for applications	Monday 30th September 2019
Candidates informed of outcome of application	Wednesday 2nd October 2019
Interview	Monday 7th October 2019

Equal Opportunities Monitoring

Ambition about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.