



**Application Pack for the position of
Finance Apprentice**
Willow Learning Trust
Required as soon as possible

<https://thewillowlearningtrust-sutton.frogos.net/app/os#!welcome/home>



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JOB DESCRIPTION

Post Title:	Apprentice Accounts Assistant
Reporting to:	Director of Finance
Grade:	National Apprenticeship rate
Hours:	36 hours per week 42 weeks

Job Purpose

- To Work as part of the Finance Team providing support to the Willow Learning Trust. This will be achieved within Academy Financial Procedures whilst ensuring internal and external deadlines and audit requirements are consistently met.
- Provide comprehensive financial and general administrative support to the Finance Team.
- Undertake a Level 3 Assistant Accountant Apprenticeship to develop the relevant skills and expertise such that the post holder can play an active role and contribute appropriately to the work of the team.
- Contribute to a solution based team approach.

Main duties and responsibilities

Within the limits of the programme of training, provide a specific specialist support service in the following areas of activity ensuring confidentiality is maintained at all times:

Income Accounting

Assisting with:

- Setting financially viable budgets for educational trips and similar services offered to students and adding such trips and services to the appropriate ledgers and ParentPay.
- Providing accounting information to internal departments to assist in their collection of sums due from such trips and other services.
- Preparing monthly reports for the Finance Manager and School on each trip highlighting any trips potentially incurring a deficit.
- Issuing sales invoices and processing to the appropriate Sales Ledger and Student Ledger accounts on a timely and accurate basis.
- Posting and allocating daily income receipts to the accounting systems and ParentPay;
- Monthly reconciliations of the sales control accounts including the reconciliation of the Student Debtors Ledger to ParentPay;
- Debt collection, maintaining contact with customers to ensure invoices are promptly paid and all queries are resolved promptly;
- Communicating with all overdue debtors both verbally and in writing on behalf of the Central Team and discussing with such customer's potential discounts and repayment plans.
- Producing regular (at least monthly) debtor reports, highlighting any potential bad and doubtful debts.

Expenditure Accounting

Supporting other members of the Finance Team and the Director of Finance providing general administration duties and assisting with:

- Monitoring departmental budgets to ensure they are kept in line with budget.

- Processing and inputting to the accounting system- purchase orders and requisitions, goods received notes, purchase invoices and credit notes.
- The accounts payable process including sorting purchase invoices into appropriate payment dates and preparing resultant weekly BACS runs of appropriate authorised invoices for approval by the Director of Finance.
- Routine data checking of supplier information including BACS details, addresses, and account numbers.
- Reviewing the appropriate nominal and cost centre coding of purchase orders and/or invoices prior to processing.
- Assist with the maintenance of "Parent Pay" systems;
- Processing of staff expense claims (including casual and supply claim forms) checking that such claims are properly authorised prior to processing.
- Sourcing appropriate goods and suppliers.
- Processing purchase approved card purchases when required ensuring appropriate documentation is secured and completed for each transaction.
- Copying, filing, scanning, file attachment and processing of purchase ledger related documents.
- Sorting incoming mail.

Financial Reporting

- Assist in the production of accurate financial reports and records.
- Assist with the reconciliation of balance sheet accounts.
- Assist in the maintenance of financial systems.
- Assist in the preparation and production of accounts and reports.
- Assist in the internal analysis of financial activities.
- Assist in the work with internal and external audit as directed.

Further duties

- Provide appropriate support when required for non-financial staff on basic financial procedures;
- Provide appropriate support when required in sourcing specific bulk purchases such as diaries/planners;

Apprenticeship:

- To meet all learning commitments of the apprenticeship as directed by your line manager or the learning/training provider. Assigned qualifications and an end point assessment must be completed. This can include presentations, portfolios, units of assessment and exams.
- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.

Any other duties commensurate with the grade and responsibilities of the post.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Finance Apprentice

ESSENTIAL CRITERIA

E = Essential, D = Desirable

Method of Assessment	Essential or Desirable
The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	
Qualifications:	
GCSE or L2 in Math and English	E
A level or equivalent, Maths or related subject	D
Experience:	
Experience Microsoft products including Word and Excel and associated products	E
Experience of working in a customer focused environment	D
Experience of working in a finance environment	D
Knowledge, Skills and Abilities:	
Honesty and integrity	E
Good communication skills with all stakeholders	E
Able to organise own workload and prioritise	E
Excellent Attention to detail	E
Ability to work as part of a team	E
Adaptability and flexibility	E
Excellent timekeeping and attendance	E
Attitudes	
Desire for a career in accountancy	E
Positive and enthusiastic approach to work	E

Candidates will be shortlisted against the above essential criteria. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process. The successful candidate will be required to complete an Enhanced DBS check.



GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

THE APPLICATION FORM

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

REFEREES

If you are offered the job, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you. We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances, you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.



All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

RELATIONSHIPS

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

INTERVIEWS

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview. At the interview, you will be asked questions related to your Personal Statement as well as issues relating to safeguarding and promoting the welfare of children. Any issues of concern arising from a reference will also be explored during the interview process.

COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

For more details, please visit Willow Learning Trust Website:
<https://thewillowlearningtrust-sutton.frogos.net/app/os#!welcome/home>



DATES FOR YOUR DIARY

The deadline for applications is **10am Friday, 17th September 2021**

START DATE: **AS SOON AS POSSIBLE**