



## Finance Apprentice Job Description

<b>Reporting to:</b>	Finance Manager
<b>Liaising with:</b>	Finance Team, Head Teachers, other colleagues, suppliers and customers
<b>Grade and Salary:</b>	SRS Band 1, SCP 1-3
<b>Hours of work:</b>	37 hours per week, 52 weeks per year
<b>Location:</b>	St Katherine's House, Mansfield Road, Derby, DE1 3TQ

### Core Purpose

- To provide an effective and efficient financial administration and support service to the finance team, academies and Trust

### Specific areas of responsibility and key tasks:

#### *Accounts Payable*

- To assist with the issuing of approved purchase orders to suppliers via the email portal.
- To work alongside Finance colleagues to scan, match and process invoices ready for payment, ensuring the invoice is approved for payment in line with the Trust's Financial Regulations Manual and the invoice is coded accurately as per the academies budget.
- To work alongside Finance colleagues to scan, match and process credit notes, ensuring that the credit is coded accurately.
- To assist the Finance team in processing Direct Debit and Standing Order payments on the finance and accounting system, ensuring they are matched to purchase orders and coded accurately as per the academies budget.
- To assist with the processing of staff expenses and student bursary claims on the finance system, checking that the form is approved for payment in line with the Trust's Financial Regulations Manual and that each item is coded accurately as per the academies budget.
- Follow up late/missing payment notifications, dealing with suppliers on a day-to-day basis over the telephone and via email.



- Check supplier statements against the purchase ledger, requesting copy invoices for missing payments.

### ***Accounts Receivable***

- Support the Finance team by collating and checking information as per the Multi-Academy Trust's sales log.
- Assist the Finance team in issuing sales invoices to customers via the finance and accounting system's email portal.
- Work alongside Finance colleagues to receipt income, matching the receipt to the sales ledger where appropriate and ensuring that each amount is coded accurately as per the academies budget.
- Assist the Finance team to add income received via the Trust's cashless payment system to the relevant trip/student ledger.
- Work alongside Finance colleagues to investigate unknown income receipts, by contacting providers by telephone to accurately identify the funding source.
- Chase late payments, taking prompt action to ensure all income is received timely.
- Issue statements to customers as part of the finance teams' month end processing and provide copy invoices on request.
- Assist the Finance team to collate account details for new customers, checking that the customer information is complete and accurate.

### ***Audit and Compliance***

- Shadow members of the Finance Team in preparing for audit visits and meetings with the auditor as required.

### ***Budget Management***

- Assist with the distribution of reports to budget holders on a regular basis to assist them in effectively managing their allocated funds.

### ***Advice and Support***

- To work alongside Finance colleagues to respond to telephone calls and emails into the Finance Helpdesk, escalating calls when appropriate and ensuring responses are provided timely and in line with the team's service level agreement.

### ***Additional Duties***

- To attend meetings as required
- To perform any task or duty under the reasonable direction of Finance colleagues.



**St Ralph  
Sherwin**

Catholic Multi Academy Trust

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



## Finance Apprentice Personal Specification

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to A Level or above, including a minimum of 5 GCSE (or equivalent) including grade C in Maths and English	Y	
Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification		Y
Ability and willingness to undertake an AAT qualification, or a commitment to obtaining a finance qualification up to a minimum of level 3	Y	
Evidence of commitment to ongoing professional and personal development	Y	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Previous administration experience		Y

<b>C Professional Knowledge and Skills</b>		
Excellent verbal, written and numerical skills	Y	
Good computer and digital skills, such as Outlook, Excel, Word, social media	Y	
Ability to prioritise workload and use initiative to deal with conflicting demands and to meet deadlines	Y	
Ability to work professionally and effectively with other team members, partners and all stakeholders	Y	
Ability to work flexibly, learn from experience and feedback	Y	
Understanding of the funding and financial management arrangements and reporting requirements for academies		Y



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<b>D</b> <b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life and ethos in academies	Y	
Attention to detail and can-do approach	Y	
Ability to promote equality and diversity	Y	