

THE HOWARD PARTNERSHIP TRUST

PARTNERSHIP FINANCE APPRENTICE

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<p>£9,303 pro rata pa (£9898 FTE)</p>	<p>Finance Apprentice</p> <p>36 hours per week /43 Weeks per Year</p> <p>Fixed-term contract for one year</p> <p>Based at Howard of Effingham School</p>	<p>Directly responsible to the Partnership Intercompany and Payroll Accountant; to be seconded to Partnership Finance Managers.</p> <p>Directly responsible for no other staff members.</p> <p>To assist in providing an efficient administrative support service for the Finance Departments within The Howard Partnership Trust (THPT).</p> <p>Assigned to a mentor within the THPT Finance Department.</p> <p>Main Duties to include:</p> <p><u>Supporting the THPT Finance Team with the following duties:</u></p> <ul style="list-style-type: none"> • Goods Inwards /Logging parcels in daily • Checking goods off against purchase orders • Labelling parcels up • Raising unauthorised purchase orders • Supplier Updates • Supporting the provision of printer cartridges as required. • Posting monies on School's cash office –when required by the Finance Office Manager • Updating monthly photocopying spread sheets if required • Running monthly cost centre reports • Support the school Sales Ledger Function as and when required by the Finance Office Manager • Support the school Purchase Ledger Function as and when required by the Finance Office Manager • Partnership Finance Activities 	<p>The Howard Partnership Trust provides a supportive environment and its success is based on the quality of teamwork and personnel already working here. Personal skills and qualities are therefore of considerable importance.</p> <p>The following list is not exhaustive but is intended to clarify essential attributes required to perform this role:</p> <ul style="list-style-type: none"> • Good inter-personal skills • Hardworking and committed • Proactive and adaptable • Punctual • Attention to detail • Good time management, well organised and able to prioritise workload, both individual and shared • Able to work under pressure and to deadlines • Able to work alone or in a team • Uphold and support THPT's Policies and procedures on the Safeguarding of young people 	<p>Solid general education to 'GCSE' level.</p> <p>Proficient in the use of Microsoft Office to include Word, Excel and Outlook.</p> <p>The successful candidate must hold a valid driving licence.</p> <p>Post holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development may include:</p> <ul style="list-style-type: none"> • Induction Training • On Job Training • Familiarisation with School policies and practice • Support Staff Performance Management Programme • Safeguarding Training • SIMS <p>The 2nd year of the Finance Apprenticeship is intended to support the further CPD of the Apprentice. As such the apprentice will be expected to fulfil the training expectations of the role including continuing professional examinations (AAT).</p> <p>There is a structured training programme in place to ensure practical experience is achieved.</p> <p>The apprentice is expected to ensure that study is continued and there will be time made available during the week to allow some study to be undertaken for exams which are being taken for the 1st time. The apprentice is also expected to undertake study outside those hours, sufficient to ensure that passing examinations can be achieved.</p>

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		<p><u>Supporting the THPT Finance Function in the following duties:</u></p> <ul style="list-style-type: none">• Partnership wide projects including the rollout of Parent Pay/Tucasi and BACS payments and any other <i>ad hoc</i> projects as required• Supporting the roll out of Partnership wide policies and procedures to ensure consistency among MAT schools• VAT analysis control reports to be provided as required by the Partnership Finance Office Manager• Support the development of VAT reporting and control across MAT schools• Support the development of Balance Sheet reporting and control across MAT schools• Supporting the provision of analysis and management information as required by the Partnership Finance Manager <p><u>Assistant with general office admin:</u></p> <ul style="list-style-type: none">• Filing• Emailing• Assisting with various other administration including school fund• Perform other reasonable duties as requested by senior management• Answer the phone in the Finance Department in a timely manner when required and if necessary take accurate messages• Maintain confidentiality in and outside the workplace with particular regard to data on the school's computer systems• Be pro-active in matters relating to health and safety• Support aims and ethos of THPT, setting a good example in terms of dress, behaviour, punctuality and attendance		<p>The successful candidate will be subject to a satisfactory enhanced Disclosure from the Disclosure and Barring Service (DBS).</p> <p>The THPT are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
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