

ACCOUNTS APPRENTICE AAT LEVEL 2 FIXED TERM APPRENTICESHIP TO JUNE 2020

We are the Stephen Perse Foundation. Extraordinary things happen here every day.

The Stephen Perse Foundation is inspiring. It is a community in which everyone, staff or student, achieves and makes a contribution every day.

By teaching students to think for themselves, we achieve exceptional results – but for us, education is not just about grades. We see the individual behind the results. We develop strength of character, a sense of social responsibility and an ability to innovate and collaborate. We look for and develop this added value with our staff as well as our students.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud of as we continue our journey.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. We have also admitted boys to our Senior School as of 2017, offering them access to the same exceptional education as girls.

By celebrating diversity and collaboration in school and with our wider community we encourage students to choose a path that is right for them. We recognise potential in every child and inspire young people to achieve their dreams - guiding them every step of the way.

Responsible to: Finance Bursar

Location: Senior School

Role Description:

Gain real work experience in the business world, take advantage of new tech and build the practical skills you need to kick start your career in finance on this apprenticeship.

As digital pioneers, we have embraced the potential of technology to transform the way we operate. We are increasingly utilising cloud accounting and finance software so being “tech savvy” is a must.

You'll create real change by helping to provide insights and data upon which business critical decisions are made, all while you study for a professional qualification and progress towards becoming a member of the Association of Accounting technicians (AAT).

Finance is at the heart of every business decision we make.

Job Purpose:

To provide support to the Finance team by assisting with the day to day running of the department.

Future prospects:

Opportunities for progression as exams are completed for the right candidate

Main Responsibilities**Accounts Receivable:**

- Allocation of customer receipts from bank
- Cash posting to the finance system
- Preparation of bank deposits
- Assist with credit control, including monitoring customer accounts and contacting customers regarding outstanding accounts
- Responding to customer queries regarding accounts
- Issuing of customer statements

Accounts Payable:

- Process, code and verify all invoices received into the business
- Learn nominal structure/coding system and ensure invoices are posted to correct nominals
- Assist with the preparation of weekly payment runs and ensure timely payment to suppliers
- Assist with the reconciliation of supplier accounts/statements and chase up missing invoices

General Responsibilities

- Build and maintain good working relationships with all Foundation colleagues
- Assist as necessary in other Foundation areas at peak times
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Proactively identify areas for improvements within the Foundation
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures
- Take responsibility for own Health and Safety.

This job description is not necessarily comprehensive and the post-holder will be expected to undertake any other reasonable tasks associated with this role.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the Foundation website under Recruitment. <http://www.stephenperse.com/recruitment>

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

37.5 hours per week working **Monday to Friday** from **8.30am to 4.30pm**, Full time (52 weeks per year).

Salary guide

Apprenticeship rate is £3.70 per hour.

Benefits

- Contributory pension scheme – matching up to 6%
- 30 days holiday plus 8 bank holidays to be taken during the school holidays only
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time) should staff have a child at any school within the Foundation
- Salary sacrifice cycle to work and tech schemes
- Lunch and refreshments provided
- Discount on train travel

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

www.stephenperse.com/recruitment

Application process

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

We are unable to accept CVs.

The closing date for applications is noon on **Monday 12th November 2018**. Interviews will take place week commencing **12th November 2018**.

References may be taken up before interview.

Invitation for interview and recruitment arrangements

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete. For the purposes of security and completing a right to work in the UK and DBS check, you will need to bring the following documents to your interview:

Right to work in the UK

UK or EEA Passport

Residence Permit

National Insurance number

Full birth certificate

DBS Check

Passport and/or driving licence

Full birth certificate

Utility bill (gas, electricity, water or telephone - not a mobile phone bill) - issued within the last 3 months

Bank/building society account statement - issued within the last 3 months

Credit card statement - issued within the last 3 months

Council Tax Statement - issued within the last 12 months

Financial statement (pension, endowment, ISA, mortgage (UK or EEA)) - issued within the last 12 months

P45 or P60 - issued within the last 12 months

A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT IN FROM THE ABOVE LISTS, ONE OF WHICH MUST BE GOVERNMENT ISSUED PHOTOGRAPHIC ID.

Qualifications

Any professional qualification certificates relevant to the role must also be brought to interview.

Additional Requirements

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) please also bring documentary evidence of the change.

If you are living overseas or have worked overseas in the last 5 years you will need a police certificate from the last country you lived/worked in. This document should be brought with you, for your interview.

Personal Specification
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	Essential	Desirable	Assessment Method
Qualifications	GCSEs including Maths and English Language grades A-C or equivalent	2-3 A Levels at grades A*-C or equivalent	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Excellent Interpersonal and Communication Skills Strong Attention to Detail Computer Literate (Use of Microsoft Packages; Excel, Word)	Experience of using Google Drive/Docs/Sheets	Application Form
Skills & Aptitudes	Confident and able to use own intuitive Good interpersonal communication skills Self-Motivated and Ambitious - keen to build a career in Accounting Good Telephone Manner Flexible and willing to help with various activities	Good problem solving skills Good organisation skills including personal workload organisation and diary management	Interview Professional references
Personal Attributes	Professionalism and Integrity Dedication and Enthusiasm Energy and Resilience Approachability Flexibility		Interview Professional references