

Job description: Apprentice School Finance Administrator

Employment details

Job title:	Apprentice School Finance Administrator
Reports to (job title):	Principal
Type of position:	35 hours per week 38 weeks per year
Hours of work:	08:00 – 15:30
Level and scale point:	Apprenticeship

Areas of responsibility:

DAILY DUTIES
<ul style="list-style-type: none"> Successful completion of Apprenticeship course in School Business Administration
<ul style="list-style-type: none"> Review purchase requisitions and raise purchase orders for equipment and consumables, process invoices accurately, ensuring that bills are paid promptly and records are up to date. Utilise correct ledger codes that accurately reflect the school budget.
<ul style="list-style-type: none"> Develop and maintain administrative and clerical systems relating to financial records and service contracts to ensure the provision of effective administration services. Complete all finance journals accurately including credit card expenditure.
<ul style="list-style-type: none"> Review school policies on The School Bus in-line with the Trust's schedule and action in accordance.
<ul style="list-style-type: none"> Manage the schools electronic booking system and timetable for the Wraparound club with daily communication to the relevant staff.
<ul style="list-style-type: none"> Pursue income generation activities and grant funding applications, including the preparation and submission of bids and other income generating, ensuring opportunities are maximised to support school development.

<ul style="list-style-type: none"> • Liaise with contractors/suppliers concerning the ordering of goods and supply of services to the school. Monitor the service provided to ensure the optimum use of resources and best value, ensuring 3 quotes are obtained where necessary.
<ul style="list-style-type: none"> • Liaise with suppliers all costs and bookings regarding Educational visits, uploading all data to the Evolve system, communicating and reviewing with Parents, the details regarding educational visits. Track all relevant expenditure and income to trips to ensure best value is achieved.
<ul style="list-style-type: none"> • Assist the front office by ensuring all phone calls and queries are answered in a timely manner and school MIS is updated accurately.
<ul style="list-style-type: none"> • To assist Office Manager in preparation for audits, in liaison with the Chief Finance Officer.
<ul style="list-style-type: none"> • To manage the School Inventory system ensuring that relevant equipment is uploaded on the system on a regular basis and monthly audits are undertaken
<ul style="list-style-type: none"> • Provide admin/secretarial support to members of SLT as required, including the school newsletter and staff briefing notes.
<ul style="list-style-type: none"> • To be responsible in liaison with the Principal and Vice Principal for regular update of Website to include update of School Calendar on Website and ensuring that it is fully compliant with statutory requirements and update the School Bus weekly, ensuring that school policies are compliant.
<ul style="list-style-type: none"> • Undertake any other work requested by the Office Manager, Principal and Trust's Chief Finance Officer as required.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and the school would aim to reach agreement on any changes

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people

Person Description: Apprentice School Finance Administrator

	Essential	Desirable	
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none">At least five GCSE's, which must include at least a grade 5 in maths and English.Full DBS certificate with barred list check	<ul style="list-style-type: none">Evidence of personal commitment to CPD.HR/finance related training.	
Experience	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none">Experience of using computers for course work.	<p>The successful candidate may also have experience in the following areas:</p> <p>Experience of working in an office</p>	
Knowledge and skills	<p>The successful candidate will:</p> <ul style="list-style-type: none">Be adept at problem-solving, including being able to identify and resolve issues in a timely manner.Possess strong interpersonal skills.Be able to communicate clearly, both written and orally.Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information.Be organised, accurate and thorough in their work.Be dependable, able to follow instructions and respond to management directions.Have good working ICT knowledge including Microsoft Office.Have a willingness to extend skills through appropriate training.An understanding of the importance of confidentiality.An understanding of GDPRBe an effective team player that works collaboratively and effectively with others.		
Personal qualities	<p>The successful candidate will display the following personality traits:</p> <ul style="list-style-type: none">A warm, engaging and transparent personalityThe ability to remain calmA willingness to go the extra mileAn ability to quickly adapt to changes		
	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <table><tr><td><p>Aspiration</p><ul style="list-style-type: none">Inclusive and respectful to all our colleaguesKeen to keep developing and receptive to changeReflective and learn from mistakes</td><td><p>Community</p><ul style="list-style-type: none">Considerate of allWelcomingAdaptable</td></tr></table>		<p>Aspiration</p> <ul style="list-style-type: none">Inclusive and respectful to all our colleaguesKeen to keep developing and receptive to changeReflective and learn from mistakes
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	<div><div><div>Believe</div><div><ul style="list-style-type: none">• Passionate and have a positive outlook• Confident to share their opinions and ideas and value those of others• Solution focused</div></div><div><ul style="list-style-type: none">• Understanding of the needs of the wider community• Look after our own and each other's well being</div></div>
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