



Tudhoe Learning Trust

APPRENTICE - FINANCE

Job Description



Employee Name:		
Responsible to:	Finance Manager / Director of Business, Finance & Development	
Responsible for:	No line management accountability	
Place of work:	Trust Central Team (Finance)	
Hours:	37hrs	
Remuneration	Grade:	NMW for Apprentices min £3.70per hour
	SCP:	n/a
	Contract Term:	Term Time Only

Role Summary

To provide support to the whole central finance team with the full remit of tasks associated with a professional finance function within a Multi-Academy Trust. To learn and develop skills, knowledge and formal qualification to enable wider support as the function grows.

Role Duties and Responsibilities

General:

- Be able to work quickly and accurately
- Be a completer finisher
- Have confidence to raise an queries or concerns swiftly
- Be confident to work independently
- Work collaboratively with colleagues within the Trust
- Demonstrate a professional attitude
- Communicate clearly and effectively in writing and verbally
- Be confident in the use of a telephone and email
- Be confident in the use of Office 365 applications such as Word, Excel
- Have a good working understanding of confidentiality issues when using sensitive data and information
- Have a good understanding of Data Protection obligations and General Data Protection Regulations 2018 (GDPR) within a Finance function.
- Be mindful of own H&S obligations - fire processes ect
- Follow Trust policy

Particular Responsibilities - support the Finance Manager to:

- Process accrual and pre-payment journals
- Process all incoming invoices for academies and Trust
- Process and file remittances
- Assist in the preparation of; management accounts, annual budgets, year-end accounts and financial returns to relevant third parties
- Assist the Finance Manager to reconcile bank, payroll, and ledgers
- Undertake appropriate quality assurance checks
- Prepare BACs payments as required - enter Central purchase orders, purchase and sales invoices
- Assist the Finance Manager to preparing variance analysis reports covering income, payroll and expenditure
- Answer the telephone, respond to queries or take messages as appropriate
- Scan documents and keep accurate e-file / hard copy files
- Handle incoming mail via post and email and ensure it is forwarded quickly and appropriately