



Job Description

Business Administration Apprentice - Finance

This role requires a high degree of accuracy and someone who is dedicated, organised with an excellent attention to detail.

Line of Responsibility:

Responsible to: Finance Manager

To provide financial administrative support to the Head of Finance ensuring quality financial information is provided and accurate accounting records are maintained in accordance with month end procedures, the Finance manual and statutory obligations. The level and wide varied demands of the role are considered an expectation of the requirements a small Finance department must deliver and therefore all Finance staff must have the knowledge and understanding of all processes adopted. Due to segregation of duties members of the Finance team may be asked to carry out certain processes on a routine basis; however the Head of Finance may request staff to carry out other reasonable tasks in line with operational needs.

JOB OUTLINE/KEY RESULT AREAS

- Maintaining accounting records
- Post to be opened daily and sorted into the relevant batches in preparation for posting.
- Scanning of invoice documents
- Communicate with suppliers/customer for invoice queries.
- Prepare purchase orders
- Match invoices to purchase orders
- Deal with price queries and non receipted POs
- Handling and reconciliation of cash transactions (dinner monies, catering, trips, fund raising etc.)

MEASURES OF SUCCESS/STANDARDS OF PERFORMANCE

- Processing invoices efficiently and accurately
- All post opened on a daily basis
- All orders to be processed within 2 days
- All invoices to be matched daily

ENTRY LEVEL REQUIREMENTS

- GCSE A-C including Maths & English, any Business, IT or accounting qualifications would be beneficial.

PERSONAL COMPETENCIES REQUIRED

- Dedicated individual
- Efficient, organised and methodical worker. Ability to deal with a demanding workload.
- Highly competent in analysis and interpretation of information.
- Strong interpersonal skills, particularly in developing relationships with internal customers.
- Prepared to take ownership of tasks and outputs, without requiring day to day supervision.

KEY RELATIONSHIPS

Internal

- All staff
- All pupils

External

- Suppliers
- Customers
- Parents
- Auditors

DUTIES

1. Processing purchase ledger invoices
2. Maintaining petty cash records.
3. Dealing with supplier/customer queries.

In addition: Finance Manager may request employees to carry out other reasonable tasks in line with operational needs.