

Finance Apprentice

Application pack September 2019



Dear Applicant,

Thank you for taking the time to look through the following information about our Trust. We very much look forward to hearing from you as you progress your interest in the post to an application.

We believe that a visit to the Trust is essential. For more details please contact us on 01429 272040

Kind regards.

A handwritten signature in black ink, reading "Julie D. Deville". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Mme Julie Deville

CEO

CONTENTS

1. Trust Vision – Mme. Julie Deville CEO
2. Job advert
3. Job person summary
4. Job description
5. Person specification



EXTOL MULTI ACADEMY TRUST

Extol Multi Academy Trust based in the North East of England was formed in July 2013. The Trust's conception was driven by a passion and a moral belief that all pupils deserve to attend a "stand out school", where they flourish personally, academically and socially.

Extol Academy Trust was formed on a strong principle of integrity and ethics; these are non-negotiable and shape the way Extol works with individual school communities, as well as how we expect our schools to work together in partnership. We are ambitious in our aim of ensuring all children attend "stand out schools".

We are determined to address educational inequality across the North East of England.

OUR CORE VALUES

The strap line of **Inspiration**, **Excellence** and **Partnership** underpins our ethos and values.

Inspiration Extol is a MAT that inspires all of its schools to outstanding school status; to be that "stand out school". We are a reflective trust who constantly seek inspiration from local, national and international initiatives/research and passionately believe that by investing in our workforce we develop an inspiring, professional team.

Excellence Excellent leadership, pedagogy and the sharing of best-practice across the Trust ensures that pupils have an outstanding and enriching educational experience.

Partnership Each school within the Trust is celebrated and recognised for its strengths, we believe that a true partnership allows us to learn with and from each other. We believe that by working in partnership we facilitate sustainable and far reaching school improvement.

CENTRAL TEAM

Supporting our schools in their day to day administration is key to ensuring that pupils and school staff perform at their best. The central team are just that – central to all that we do as a Trust.

We know that the delivery of our core central services underpins the work of our schools, ensuring that schools can concentrate on the business of improving teaching and learning and that support is only a phone call away.

JOB ADVERT

FINANCE APPRENTICE

Grade: **Apprentice Grade**

Hours: **37 hrs per week (TTO+5 PD Days + 10 Days)**

Extol Academy Trust are looking to appoint an enthusiastic, creative, adaptable and highly ambitious Finance Apprentice to start September 2019 or as soon as possible afterwards. Your role will be to deliver financial services to all of the academies within Extol Academy Trust.

Extol Academy Trust operates a fully centralised finance function, operating out of 1 bank account and using PS Financials Accounting Software. It is anticipated that the number of schools within the Trust will increase in the immediate future.

Extol Academy Trust is committed to the safeguarding and welfare of all children and young people and as such all appointments will be subject to an enhanced DBS clearance. Appointments will be subject to further employment checks as per the Trust recruitment policy.

For an informal discussion please contact the Chief Finance Officer, Mr Elliot Stirk, on 01429 272040 or alternatively email the address below.

Closing date for applications: 16th September 2019 (12:00)

Shortlisting: 16th September 2019

Interviews will be held: 20th September 2019

Start Date: 30th September 2019

To apply for this post please email elliott.stirk@extoltrust.co.uk . Completed application forms should be returned to the same address.



JOB DESCRIPTION

JOB TITLE:	Finance Apprentice
REPORTS TO:	Chief Financial Officer
SALARY:	National Minimum Wage applicable to the apprentice's age
HOURS:	37 hours per week Term time only + 15 additional days
Contract Type:	3 year training contract

PURPOSE OF POST:

The successful candidate will study in addition to working within the Trust towards the Association of Accounting Technician (AAT) qualification. The successful candidate will begin studying at Level 2. It should be noted that the role has the potential for the right candidate to progress to Level 4 AAT and beyond. The role is based within the central finance team of Extol Academy Trust, with the candidate assisting in the co-ordination and the provision of effective and efficient operational financial services across Extol Academy Trust.

KEY OUTCOMES

The post holder will be expected to achieve the following outcomes. These can include some or all of the following:

- Assist in the day to day management of the Trust's finance operations, including updating Accounts Payable, Accounts Receivable and Cashbook functionalities including the following:
 - Processing of Purchase Orders
 - Processing of Purchase Invoices
 - Processing of Sales Invoices
 - Processing of Purchase Card Transactions
 - Processing of Bank Reconciliation Items
- Assist in the processing of journals within PS Financials
- Reconcile basic holding codes
- Demonstrate good understanding of the Trust's accounting coding structure
- Demonstrate advanced Microsoft Office skills to include ability to use Lookups/ Concatenate/ Pivot Tables.
- Understand the difference between revenue and capital coding
- Assist in the production of the annual Statement of Accounts e.g. process accruals
- Liaise with both suppliers and customers of the Academy Trust and ensure business needs are met.
- Develop confidence in the use of bespoke accountancy software.
- Assist in the production of departmental budget reports
- Contribute to the organisation of own workload and deadlines
- Develop an understanding the Academies Financial Handbook
- To meet the demands of qualification requirements and work with the training provider to ensure qualification is obtained within set timescales
- Attend college/training provider as and when required
- Meet deadlines of college/training provider

- To maintain a confidential (manual and electronic) filing system to ensure that accurate up to date information is available to the central finance team
- To prepare and despatch standardised letters and e-mails as directed to the required standards and timescales
- To respond to basic requests for information relating to the centralised finance service.
- To undertake filing, photocopying, collation of information and general clerical work on behalf of the central finance team
- To undertake standard word-processing, presentation work, spreadsheet work and database input as required.
- Liaise with line manager for additional duties required
- To be committed to safeguarding and promoting the welfare of children and young people
- To comply with Health and Safety requirements
- To undertake routine clerical tasks and reprographics requirements in order to support the administrative processes carried out in the central finance team
- To undertake routine clerical duties on request from the CEO
- To respect the confidential nature of the work and protect personal information in accordance with data protection regulations and policies in place.

OTHER DUTIES

- To develop an understanding of varying policies and procedures within the Academy, complying with their contents and raising concerns as appropriate
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

The duties specified above are not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time

SPECIFICATION FOR THE POST OF FINANCE APPRENTICE

ASPECT	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ✎ 3 A Levels (A) ✎ 5 GCSE grade 5 -9 including English and Maths (A) 	<ul style="list-style-type: none"> ✎ Other qualifications/awards in other disciplines (A)
Aptitude	<ul style="list-style-type: none"> ✎ Good numerical skills and interest in financial practice (A,I,R) ✎ An interest in working in academy sector (A,I) ✎ Strong motivation and commitment to learn all aspects of the role and acquire new skills (A,I,R) 	<ul style="list-style-type: none"> ✎
Skills	<ul style="list-style-type: none"> ✎ Good communication skills; person to person, on telephone and in writing. (A,I,R) ✎ The ability to establish good working relationships with clients. (I,R) ✎ Computer literate and a willingness to develop skills in the area (A,I,R) ✎ Ability to work on own initiative to think through problems to find solutions within agreed guidelines. (I,R) ✎ To be able to recognise and implement the need for professional confidentiality. (I,R) ✎ Good organisational skills. (A,I,R) 	<ul style="list-style-type: none"> ✎ Previous evidence of developing transferable skills, through work experience or involvement in an extra-curricular activity. (A,I,R)
Personal Qualities	<ul style="list-style-type: none"> ✎ Well-developed work ethic; able to plan, organise, prioritise and manage time effectively (R) ✎ Reflective practitioner (A,I,R) ✎ Persistence and resilience (R) ✎ Sense of humour (I, R) ✎ High expectations (R) ✎ Proven record of quality relationships with colleagues/ peers(R) ✎ Commitment to own professional development (A, R) 	<ul style="list-style-type: none"> ✎ A willingness to undertake further training. (I,R)
Confidential references	<ul style="list-style-type: none"> ✎ Recommendation from both referees (R) 	<ul style="list-style-type: none"> ✎ Strong recommendation (R)

Stage identified	
A	Application Form
I	Interview
R	References