# Job Description

**Position: Trust Finance Apprentice**

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| **Salary:** | **£12,500 full time equivalent**  (37 hours per week; to include 1 day per week at college, 42 weeks worked plus holiday entitlement of 26 days plus Bank Holidays) |
| **Responsible to:** | **Trust Finance Officer** |

**Purpose of the Job:**

The Trust Finance Apprentice is responsible to the Trust Finance Officer to ensure the Trust meets its educational needs through excellent and robust business functions. In summary the post holder is responsible for:

* Ensuring the Trust finances are up to date and accurate at all times
* Ensuring that Headteachers have a clear view of their financial position at all times
* Adhering to financial processes across the Trust to benefit pupil learning and teacher efficiency
* Working within the strategic direction set by the Chief Finance Officer on financial management
* Actively modelling and promoting the values and ethos of the Trust

# Key duties and responsibilities:

1. **Operational Responsibilities**
   1. Ensuring that the Finance System is up to date at all times
   2. Ensuring postings are accurate and in line with budgeted spend
   3. Ensuring compliance to the Finance Policy and Trust procedures
   4. Supporting the Trust Finance Manager in producing monthly management accounts by meeting given deadlines
   5. To manage the accurate and timely receipt of self-generated funds across the Trust through raising sales invoices and chasing any aged debt
2. **Specific Duties**
   1. Procurement
      * To review all orders placed by the schools and ensure timely request of goods from suppliers
      * To review old orders and query if still relevant with schools
   2. Purchase Invoice
      * To ensure approval of all Purchase Invoices before processing on system
      * To ensure spend agrees to budgets prior to posting
      * To ensure accurate posting of invoices on the finance system
      * To reconcile supplier statements to the system and follow up with any missing invoices
      * To assist the schools with any invoicing queries as required
   3. Credit Cards
      * To post statements onto the finance system monthly
      * To reconcile the statements to the approved orders on the system
      * To follow up with the schools regarding any queries or unidentified spend
   4. Income
      * To raise sales invoices on the finance system according to school requests
      * To send sales invoices to customers in a timely manner
      * To chase any old debt on a regular basis
      * To process receipt on the finance system as per remittance advice
3. **General**
   1. To ensure the finance systems are up to date, accurate and Trust deadlines are met
   2. To cover for team members, ensuring continuous service in light of any absences
   3. To adhere to internal controls
   4. To provide assistance to the Chief Finance Officer, Trust Finance Manager and Trust Finance Officer in various tasks as delegated
   5. To support with auditors’ requests as necessary throughout the year

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership of the Trust.

**We are committed to equality throughout our organization. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ……………………………………………

Signed: ……………………………………………

Date: ……………………………………………

Created: October 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.