



## Job Description

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**Job title:** Finance Administrator (Apprenticeship)  
**Reports to:** Finance Manager  
**Location:** Leigh Academies Trust Head Office

### Job purpose

To contribute to the success of Leigh Academies Trust by supporting the effective financial management of the Central Trust budget and to support finance teams in our academies.

### General responsibilities

To learn and develop the skills to be able to:

- Monitor and allocate emails in the main finance inbox
- Working with the Receptionist to collect and deal with finance post
- Answering telephone calls in the finance office
- Dealing with visitors to the finance office
- Acting as a main point of contact for external queries
- Raising stationery orders for the finance team

### Finance responsibilities

To learn and develop the skills to be able to:

- Post authorised invoices to the system ready for payment
- Check statements received from suppliers against invoices on the accounting system
- Chase up invoices that need to be progressed with academies
- Check and follow up invoices that have been placed in query to progress them
- Attach copy invoices to the accounting system
- Add new suppliers to the accounting system
- Assist in the preparation of the weekly payment runs
- To undertake other duties as directed by the Finance Manager and Financial Controllers

### Person Specification

#### *Education/Qualifications*

- A good standard of education (candidate must have GCSE grades 9-5 in both Maths and English)
- A genuine interest in working towards achieving the relevant apprenticeship qualification (i.e. Business Administration, Level 3)
- Good ICT skills with proficiency in MS Excel
- Good written, verbal and numerical skills

**Skills** - Apprentices will have, or be willing to develop, the ability to:

- Communicate in a manner that is easily understood and tailored to meet the needs of the audience
- Take ownership of work and fulfil agreed commitments, check work for accuracy, identify potential problems and take appropriate action - an accurate approach with good attention to detail will be key to this role.

- Assess current work practices and provide alternative options and be responsive to change - flexibility and the ability to prioritise a changing workload will be vital
- Use computer packages; like Word, Excel and PowerPoint and access the internet for research purposes where appropriate.

**Personal Qualities** - Apprentices will have, or be willing to develop, the ability to:

- Meet deadlines
- Deal with suppliers in a courteous and helpful way
- Good interpersonal skills and the ability to work well in a team - understanding the process of team working and the part they play in ensuring objectives are met
- Demonstrate an understanding of the implications of actions taken, looks for future development opportunities and maintains high levels of integrity
- Demonstrate a commitment to equality and diversity, accept individual differences and treat everyone fairly

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.