**Fulston Manor School**

**post: Finance Apprentice**

**Reports to: Trust Finance Manager**

**Responsible to: Trust HR & Business Director**

**Hours: 37 Hours per week : Year Round**

 **12 Month Fixed Term Apprenticeship**

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**Details of the Post:**

* The Finance Apprentice is responsible to the Trust Finance Manager for the following:
* Acting as cashier for all school monies (public and voluntary) including, issuing receipts as appropriate, preparation of and banking of all monies, processing banking on accounting system and allocating to paying in slips.
* Determining and comparing costs for sound economical purchasing
* Initiate raising orders, process delivery notes and invoices / credit notes onto the Trust accounting software (PS Financials).
* Receiving and marking up of deliveries
* Processing GRNs and matching up of invoices
* Checking and processing of all public fund order and non-order invoices ensuring correct arithmetic and authorisation
* Administration of the collection of monies for all school events
* Maintaining school shop through WisePay; including stock control, distribution of goods and reconciliation of stock and payments
* Supporting parents with WisePay accounts; including password resets, dealing with general queries and so on
* Checking and maintaining adequate supplies of stationery are copied/ordered to meet the demands of the Business Team office
* Initiate the reconciliation all card payments made through the finance office and processing through accounting system ready for bank reconciliation
* Reconciling all school credit card and processing through accounting system ready for bank reconciliation
* Producing monthly journals for photocopying spend
* Maintaining Purchase ledger, checking statements to ensure that suppliers have received payment for goods/services they have supplied.
* Initiate payment runs for supplier BACS, Cheque & Staff expense runs through account system ready to be signed off by signatories; sending BACS remittance by email / post
* Deal with queries from staff, suppliers, customers, parents by telephone, email or in

person.

* Any other duties as directed by the Trust Finance Manager / Trust HR & Business Director



Headteacher A G Brookes MA(Cantab)

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