

Tudor Park Education Trust

Job Description

Title Post: Finance Apprentice

Responsible to: TPET Finance & Operations Officer

Hours: 36 hours, 52 weeks

Line of responsibility

The Finance Apprentice will be directly responsible to the Finance & Operations Officer.

Key responsibilities:

Operations and compliance support

- Support the administration of Trust-wide service contracts, including those for catering and cleaning.
- Help maintain accurate records for site and estates management, including assisting with the management of external contractors.
- Support the central team with compliance administration, including helping to update and maintain Health & Safety logs.
- Assist with the administrative tasks required for data protection and GDPR record keeping.
- Support the general procurement process for the Trust, helping to source and order operational supplies and equipment.
- Liaise with school-based staff and premises teams to help facilitate day-to-day operational requests.

Purchase ledger

- Help code and process purchase invoices, including inputting into the finance system with accuracy.
- Match purchase orders and service contract details to invoices.
- Help ensure purchase order and invoice authorisation processes are applied correctly.
- Support the timely payment of invoices.
- Reconcile supplier statements.
- Respond to supplier queries.

Bank and credit card management

- Help process and reconcile cash advances and accounts.
- Support the preparation of bank reconciliations.
- Help process and reconcile credit card and Soldo transactions and accounts, encouraging card holders to supply accurate and timely supporting documentation for expenditure.

Other finance duties

- Help process staff expenses claims.
- Post bank payments to the finance system.
- Help resolve finance-related queries.
- Assist in the entering of accurate VAT records.
- Provide general financial support to Finance team members and colleagues across the organisation.
- Complete the off-the-job training and coursework required to progress through the AAT Level 2 certificate in accounting apprenticeship.
- Any other duties as may be reasonably required and appropriate to an apprentice role.

Standard operational procedures and teamwork

While your primary responsibilities will relate to your specific role, you may also be required to support other central functions and contribute to the implementation of standard operating procedures across the central team.

General

- To attend school events as required
- To participate in school emergencies as required, including coordinating arrangements, locating students and staff, providing contact details and completing necessary documentation
- To attend relevant meetings and training sessions as required.
- To keep abreast of developments, current initiatives and changes in their field and communicate to staff as appropriate
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the CEO, Trustees or line manager shall from time to time reasonably require

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Trust Board.
- To uphold the Trust's policy in respect of child protection and safeguarding matters.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members are required to participate in the Trust's appraisal scheme.

Safeguarding

- Uphold the Trust's policy in respect of child protection and safeguarding matters.
- Have commitment to the Trust's equality policies.

- Ensure any extra-curricular activities will be free from partisan, political and religious views. Where political issues are discussed, a balanced view is always presented.

Health and Safety

The law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with their employers on health and safety matters
- Do their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- You may be required to be a fire marshal, and will be given training.

GDPR

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and the requirements of GDPR.

Notes:

This job description may be amended at any time in consultation with the postholder.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Last review date:	
Next review date:	
Line manager's signature:	
Date:	
Postholder's signature:	
Date:	