

Finance Apprentice

Vacancy Details	
Job title	Finance Apprentice
Employer Name	St. Paul's Way Trust School
Employer Address	125 St Paul's Way London E3 4FT
Brief overview of vacancy role	St Paul's Way Trust School wishes to recruit an enthusiastic Apprentice to join our Finance team. The apprenticeship scheme is a training programme that combines learning, training, and real work experience. In your role as an apprentice, you will undertake a one year Level 3 Assistant Accountant Apprenticeship whereby you will be learn new knowledge and skills within finance. You will support the school's Finance Manager and Finance Officer.
Vacancy description	<p><u>Duties & responsibilities</u></p> <p><u>Finance duties:</u></p> <ol style="list-style-type: none">1. Liaise with senior leaders, middle leaders, and teachers to handle order requests and queries.2. Liaise effectively with external stakeholders such as suppliers regarding orders, invoices, and statements.3. Assist the Finance Officer with maintaining the finance inbox including responding to and actioning emails and filing in correct sub-folders4. Receive and process purchase order and non-order invoices on the school's finance system, PS Financials5. Process staff and student expenses6. Create orders using PS Financials and find new deals and suppliers that represent best value for money7. Provide administration and organisational support to the Finance Manager and Finance Officer. <p><u>Administrative duties:</u></p> <ol style="list-style-type: none">1. Printing, photocopying and scanning documents2. Filing online and paper documents correctly where necessary3. Answering telephones and directing phone calls to the relevant people.4. Receiving and distributing post5. Checking delivery orders and marking up deliveries with recipient names.

	<p>The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.</p> <p><u>General</u></p> <ol style="list-style-type: none"> 1. Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust, East London 2. The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional. 3. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy. 4. Complete any training required to improve performance and take part in the school performance management systems (where relevant) 5. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.
Number of positions available	1
Working Week	All Year Round (52 weeks per Year) 35HPW
Future prospects	A tailored CPD programme is available with career progression prospects.
Training to be provided	Level 3 Assistant Accountant

Desired Candidate	
Desired skills	<p><u>Valuing Diversity</u></p> <ul style="list-style-type: none"> • A clear understanding of diversity and an awareness of its impact in education <p><u>Learning Effectively</u></p> <ul style="list-style-type: none"> • Good ICT skills, including the use of spreadsheets and other Microsoft Office applications <p><u>Other</u></p> <ul style="list-style-type: none"> • A satisfactory Enhanced DBS disclosure

Desired qualifications	<ul style="list-style-type: none"> • 4 GCSEs at A* - C (or equivalent) including English and Maths or working towards
Desired personal qualities	<p><u>Leadership and Management Framework</u></p> <ul style="list-style-type: none"> • Excellent interpersonal and organisational skills • Have good attention to detail • Ability to act on own initiative • Able to communicate and interact effectively face to face and over the phone • Able to meet deadline while maintaining accuracy

Extra questions you'd like to ask candidates (optional)	
	<p>Question one:</p> <p>Question two:</p>

Key Dates	
Closing date	
Possible start date	