



The LETTA Trust Finance Apprentice Level 3

Job Description

Salary: £8.24 per hour, increasing to the national minimum wage after 1 year and pro-rated based on term-time only working

Hours: 35 hours per week

Contract type: Temporary - fixed term 20 months

Responsible to: Finance Manager

Purpose:

- To support the Finance Manager in the day-to-day financial functions of the Trust, ensuring maximum efficiency and effectiveness
- To support the Finance Team with budget monitoring and reporting, data analysis, payroll administration, and submission of returns
- To support the Finance Team in procurement across LETTA Trust schools to achieve best value and maximise savings on goods and services

Main duties and responsibilities

To work alongside the Finance Manager and Finance Team to:

- Comply with the Trust's Scheme of Delegation and Financial Code of Practice and support school staff to do the same
- Support the Finance Team with the operation and maintenance of the Trust's manual and computerised financial control and information systems
- Undertake routine accounting operations including receiving and processing orders, checking and processing invoices, paying for suppliers, and chasing outstanding payments
- Monitor petty cash accounts
- Assist the Finance Team with the administration of bank accounts, maintaining records, checking, and reconciling statements
- Assist the Finance Team with budget monitoring and forecasting for the Trust
- Analyse and monitor school and central budgets, and produce reports for the Finance Manager
- Support the Finance Team to prepare monthly financial reconciliations for authorisation by the Finance Manager
- Support with VAT claims ready to be submitted to HMRC monthly
- Assist the Finance Team with providing financial analysis, benchmarking, statistics, and returns for the DfE, trustees, and other agencies.
- Support the effective management of payroll and ensure that all tax, pension, and National Insurance records and returns are up to date



- Support the annual external audit and regular internal audits, including following up on recommendations
- Support school staff in ensuring that procurement processes comply with the Financial Code of Practice
- Support the Finance Team in all procurement activities within the Trust to achieve better value for money and savings on purchased goods and services
- Support the Finance Team in overseeing the maintenance of the asset register, working with the Trust's IT consultant as required
- Contribute to the development and implementation of procurement systems and policies, providing robust controls whilst minimising bureaucracy
- Support the Finance team with contract tendering, contract award, contract management, supplier performance monitoring, and reporting
- Support the Finance Team with the maintenance of the asset register

Managing own performance and development:

- Attend relevant training, sharing the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems, and identifying opportunities

General duties and responsibilities:

- Show commitment to the Trust, its inclusive ethos, and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Work between LETTA Trust schools as required, and expect to be working off-site on occasions
- Attend all meetings and training required for the role
- Safeguard and promote the welfare of our pupils and follow child protection procedures
- Maintain awareness of and comply with all relevant policies, particularly any matters relating to confidentiality, safeguarding, health and safety, and equal opportunities
- Undertake any professional duties commensurate with the grade of the post

Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder



Person specification

Qualifications and training:

- GCSE or equivalent grade 4+ in English and mathematics (essential)
- GCSE or equivalent in mathematics 5+ (desirable)
- Other relevant finance qualification (desirable)

Knowledge and skills:

- Office systems and procedures, ideally gained in a finance environment (essential)
- Effective use of ICT, basic knowledge of MS Office (particularly Excel) (essential)
- Good numerical skills and attention to detail (essential)
- Strong verbal and written communication skills (essential)
- Basic accounting principles (desirable)
- Experience with finance software (desirable)

Behavioural attributes:

- Has a friendly yet professional and respectful approach (essential)
- Good organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy (essential)
- Ability to work as part of a team and to support others (essential)
- Flexible approach to work, with a willingness to adapt to meet changing work requirements (essential)
- A self-starter with a positive, "can-do" attitude (essential)
- Acts with pace and urgency, being energetic, enthusiastic, and decisive (essential)
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, and seeking new opportunities (essential)

Other requirements:

- Must be eligible to work in the UK (essential)
- Commitment to completing the Level 3 apprenticeship (essential)