

The LETTA Trust

Finance Apprentice



Start date: As soon as possible

Salary: £8.24 per hour, national minimum wage after 12 months

35 hours per week (term time only), Plus two weeks paid study leave & five training days, Fixed term 20 months, All year round

About The LETTA Trust

The LETTA Trust is a dynamic and growing multi-academy trust committed to combating social inequality and changing lives by providing an excellent education for all our learners. With a focus on collaboration, innovation, and continuous improvement, we strive to create a supportive and inspiring environment where everyone can succeed.

About the Role

We are pleased to offer an exciting opportunity for a Finance Apprentice to join our central team. This entry-level position is ideal for someone looking to launch a career in finance within the education sector.

Under the mentorship of experienced finance professionals, you will gain hands-on experience in areas such as financial administration, budgeting, procurement, and reporting. You will also work towards a nationally recognised finance qualification (AAT Level 3) as part of your apprenticeship.

We are looking for a motivated, detail-oriented individual with a positive attitude and a willingness to learn. This role offers excellent training, professional development, and the chance to make a meaningful contribution to a mission-driven organisation.

Qualifications and experience:

- GCSEs (or equivalent) in English and maths at grade 4/C or above
- Strong numeracy, attention to detail and organisational skills
- Proficiency in Microsoft Office, particularly Excel
- A keen interest in developing a career in finance
- A positive attitude and willingness to learn

To discuss the post please contact Samia Hussain via email: accounts@letta.org.uk
Completed applications should be sent to: accounts@letta.org.uk

For an application pack visit: <https://letta.org.uk/vacancies/>

Closing date: Friday 6th June 2025

Interviews: (tbc) To be confirmed

We are an inclusive employer and strive for equity in the workplace. We welcome your application whatever your ethnic background, gender, ability, sexuality, religion or age.

The LETTA Trust is committed to safeguarding children and young people. All post holders are subject to satisfactory enhanced DBS checks.