

Job Description – Finance Apprentice



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: Finance Apprentice

Reports to: Financial Controller

Statement of Purpose:

We are creating a new Finance Apprentice role for someone who would like to gain practical work experience within the business operations of our Trust and to achieve the AAT qualification in accounting. Your work base will be our office in Wilton, and you will work in support of the DSAT Services Support Team located there. The post holder will gain practical and relevant experience which will help with future employment opportunities within a variety of sectors that require finance professionals.

About the Apprenticeship

Successful completion of the Advanced Diploma in Accounting will enable a student to progress to the next level of learning, the Accountancy / Taxation Professional Standard (Level 4). As well as ensuring full competency as an Assistant Accountant, this standard provides the foundation for progression into a number of career paths and as the Trust grows and expands and dependent on the needs of the organisation at the time, there may be opportunities to move into a permanent role once the apprenticeship has been completed. Alternatively, successful completion of this apprenticeship could open further opportunities within the accounting sector including Accountancy, Audit, Corporate Recovery Analyst, Credit Controller or Tax Accountant.

Apprenticeship summary

- Weekly wage: National Apprenticeship rate: £6.40 per hour (rising with age and experience)
- Working week: Monday – Thursday: 8.30am-4.30pm Friday: 8.30am-4pm
- 30-minute lunch break
- Total hours per week: 37
- Apprenticeship duration: 24 months
- Possible start date: September 2023
- Depending upon experience this vacancy can be for either AAT level 2 or level 3.
- Applications for this apprenticeship are being processed by LMP Education. Contact: Danielle Stokell, Apprenticeship Recruiter on 020 3836 4472 or by email at danielle.stokell@lmpeducation.org

Key Responsibilities:

- Assist with the processing of purchase invoices, cashbook/bank journals and expense claims through to final payment stage.
- Prepare and process internal recharge journals for the support from the Central Team and others to our Academies.
- Assist with the routine month end processes including bank reconciliations, charge card processing and VAT returns.
- Assist with various payroll related tasks.

Person Specification

	Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> For entry to the L3 Advanced Accounting Assistant Apprenticeship Standard, students will need to demonstrate their competence in basic bookkeeping, either through prior completion of a bookkeeping or accounting qualification at Level 2, or via the AAT Skill check. Written communication forms an increasingly important part of the apprentice qualification. For the best chance of success, it is recommended that students should have a good standard of both English and Maths before starting the course. GCSE at Level 4 in both subjects, or equivalent, is recommended. If you do not have formal qualifications in English and Maths, please discuss your situation with the course tutor before enrolment. 2x A – Levels / BTEC National Diploma or equivalent (Grade A-C) All applicants will be required to pass initial assessments in maths, English and ICT. 	Application Reference Interview
Knowledge and Experience	<ul style="list-style-type: none"> Good verbal and written communication and interpersonal skills and ability to effectively communicate with staff, visitors & external organisations. Good numeracy and literacy skills. Good ICT skills, IT literate and good working knowledge of MS Office applications including Word, Excel, and Outlook. Training on the use of finance software packages will be given. Good organisation skills and ability to prioritise and work under pressure to ensure all payroll and finance deadlines are met. Ability to pay attention to detail & ensure inputs/ outputs are accurate. 	Application Reference Interview
Personal Qualities	<ul style="list-style-type: none"> Motivated and polite. Punctual. Ability to be flexible to meet the needs of the Trust and its academies. Proactive. A team player who's willing to support other team members when necessary. 	Reference Interview