



APPLICATION PACK

Finance Apprentice

Date: July 2024



**South Pennine
Academies**

**Strong & Effective Leaders
Successful Students**

**High Performing Staff
Engaged Community**

Resilient & Sustainable Organisation



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- Submit your application by 9:00am on Thursday 29th August 2024
- If you have any queries regarding the application process, please contact our HR Department on HR@spacademies.org
- Closing date for applications: 9:00am on Thursday 29th August 2024
- Interviews: Tuesday 3rd September 2024



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at South Pennine Academies. If you're impressed by our exciting work, understand our vision, and want to be part of our journey, then we are keen to hear from you.

South Pennine Academies is a charitable multi academy trust established in 2012.

We currently work with eleven primary and secondary academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated good ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

Strong collaborative working brings drive, expertise and capacity to all elements of our school improvement work, allowing school to support to flourish. By working together, we provide a high-quality educational experience and give everyone the best possible chance to

achieve. Improving the life chances of all our students is central to our vision.

Outstanding learning starts with strong and effective leadership and high performing staff. We are committed to ensuring that we recruit, develop and retain high quality staff, ensuring all have access to excellent professional development opportunities. We always aim to be an employer of choice.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire young people, to achieve their full potential. Most importantly, we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy improve standards even further.

If this is a position that appeals to you, and you have the passion to make a positive impact, then we would very much like to hear from you. If you wish to discuss any of the opportunities we have on offer, please contact us at HR@spacademies.org or call 01484 503110.

We also invite you to visit our website www.southpennineacademies.org to learn more about the Trust.

Yours sincerely

Lynda Johnson

Chief Executive Officer

ABOUT SOUTH PENNINE ACADEMIES

OUR VISION AND VALUES

- Develop a group of closely partnered academies
- Ensure all academies are world class Centre's of Excellence for Teaching and Learning
- Ensure the Trust plays a pivotal role in improving the life chances of students
- Develop local solutions and partnerships to meet local needs
- Promote school improvement with inclusion and diversity at its core



South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognize and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

WHY JOIN US

- Working within a multi academy trust allows school to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.
- The Trust is committed to developing partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their communities and we value the diversity and opportunities this brings.
- Strong collaboration brings drive, expertise and capacity to the Trust and this allows our academies to flourish. By working collaboratively, we are ensuring that we provide the very best educational experience for our students and give all students the best possible chance to succeed.
- The staff are professional in their attitudes and morale is high. * This is demonstrated by regular staff surveys which show greater satisfaction rates in our Trust in all aspects of work (and for all groups of staff) when compared to a national benchmarked average.



HOW TO APPLY

Thank you for taking time to read about the Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. The appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Finance Apprentice

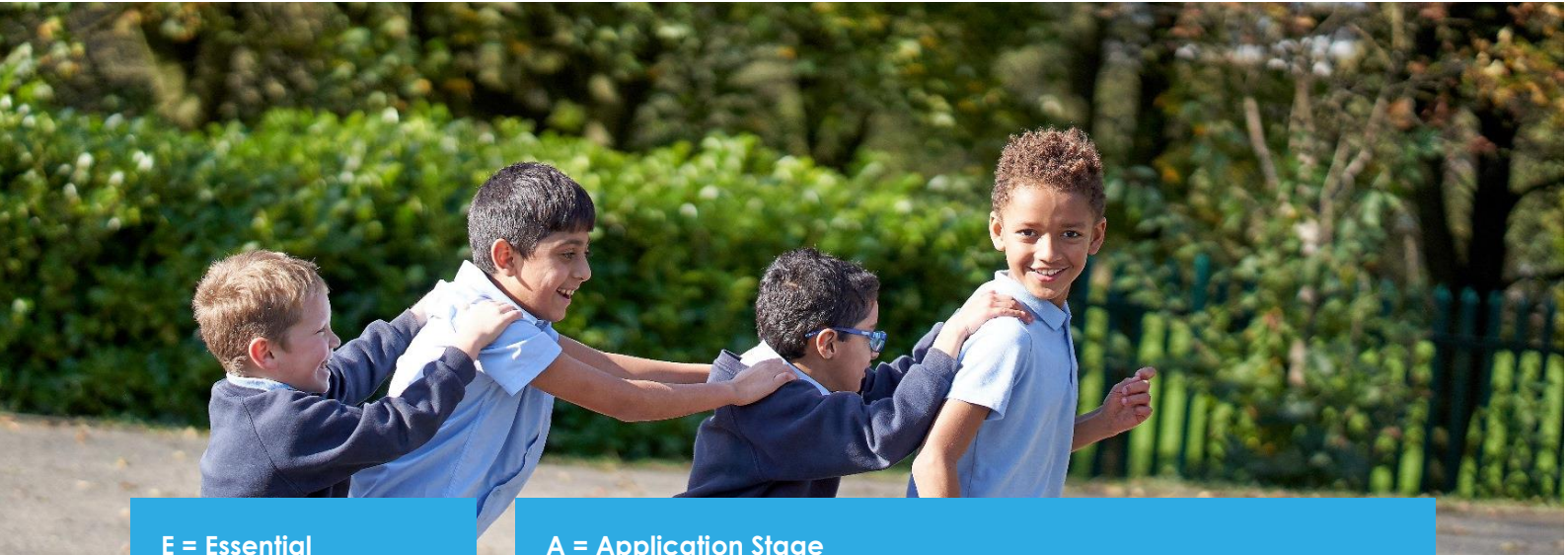
Reporting to:	Head of Payroll and Procurement
Salary:	National Apprenticeship Wage (for the first 6 months and then NAW depending on age for the rest of the apprenticeship)
Term:	Full time, 37 hours per week, Term Time + 5 days, Fixed Term
Location:	The Gateway, Lowfields Business Park, Elland, HX5 9DX

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 achieve the AAT qualification in accounting. You will work in support of the Finance, Payroll and Procurement teams 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.

Key Responsibilities

- Assist with the processing of purchase invoices, raising sales invoices, cashbook/bank journals and reconciliations.
- Assist with the processing of internal recharge journals for the support from the Central Team and others to our Academies.
- Assist with the routine month end processes including bank and petty cash reconciliations and charge card processing.
- Assist with payroll procedures and payroll related tasks
- Assist in the collation of routine monthly pension reports.
- Assist in the preparation of documentation for large procurement exercises
- Assist with monthly and year end reporting of financial and accounts information. This will include the timely collation of data from a range of sources, such as different functions within one organisation, or a range of external clients if operating in a practice. This includes both foreseeable finance and accounting data requirements and unexpected requirements.
- Maintain financial and accounting records including the timely collation of data from a range of sources. For example, different functions within one organisation, or a range of external clients if operating in practice. This includes both foreseeable requirements and unexpected requests, often to tight timescales.
- Safeguard against suspicious activities for example anti-money laundering.
- Assist with the compilation of accounting and financial records, for example, to inform direct and indirect tax returns under supervision, audit documentation or control account reconciliations.
- Deliver financial and accounting information and data to stakeholders to ensure that key messages are communicated.
- Assist in the maintenance and use of digital systems by using software applications and packages to support the delivery of accurate and timely financial and accounting information.



E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Education & Training Attainments

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.	E	A,I,R
5 GCSE's at Grade A*-C / 9-4, including Maths and English		A,I,R
All applicants will be required to pass initial assessments in Math and English		A,I,R

General & Specialist Knowledge

Good verbal and written communication and interpersonal skills and ability to effectively communicate with staff, visitors & external organisations.		A,I,R
Good numeracy and literacy skills		A,I,R
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.		A,I,R
Good organisation skills and ability to prioritise and work under pressure to ensure all payroll and finance deadlines are met.		A,I,R
Ability to pay attention to detail & ensure inputs/ outputs are accurate.		A,I,R

Skills & Abilities

Willingness to working with children in an educational setting		A,I,R
Willingness to pursue further training		A,I,R
Team player		A,I,R
Reliable, committed and punctual		A,I,R
Confidence in own ability to learn and development		

SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.



The Gateway,
Lowfield's Business Park, Lowfield's Close, Elland, HX5 9DX
Telephone: 01484 503110, Email: office@spacademies.org
Website: www.southpennineacademies.org

PARTNERS OF THE SPA TRUST

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BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies
- **Flexible Days** – Our Trust is trialing a Scheme which allows all staff up to 2 days paid time off during term time for life events.

OUR ACADEMY PARTNERS & SCITT



Joined on:
1st February 2020



Joined on:
1st September 2018



Joined on:
1st September 2017



Joined on:
17th August 2011



Joined on:
1st October 2018



Joined on:
1st September 2016



Joined on:
1st November 2015



Joined on:
1st March 2018



**Kirkheaton
Primary School**

play learn achieve

Joined on:
1st February 2021



Joined on:
1st September 2016



Joined on:
1st September 2026



Joined on:
1st March 2017