



Apprentice Finance Assistant

Leger Education Trust





RECRUITMENT INFORMATION PACK

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June 2024

Dear Applicant,

Thank you for your interest in this exciting position of Trust Apprentice Finance Assistant. The successful candidate will have the opportunity to work and develop with an excellent Finance Team across a fabulous family of schools. Within this application pack you will find a job description and person specification, as well as information on the Trust and how to apply. I would strongly encourage you to visit the Trust website on www.legereducationtrust.com and our X (Twitter) account @LegerEdTrust, to see up to date information on life at Leger Education Trust (LET).

The successful applicant will be assured of a well-considered induction to the Trust and support for your own professional development throughout the period of your apprenticeship. We are committed to career progression with significant opportunities for CPD and also through coaching and mentoring. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to shape the future of both the Trust and the community. Our vision for this role is that it develops into a full time permanent role with a clear career path.

Everyone within the Trust has a key role in achieving our aim of truly great students in truly great schools and our Trust values of PRIDE, AMBITION, INTEGRITY and RESPONSIBILITY are at the centre of all we do. You will join staff at a Trust who are positive, professional, friendly and have an absolute commitment to our young people.

The position of Apprentice Finance Assistant is incredibly important as the person will assist and contribute to the development and implementation of the Trust's Finance strategy.

We hope that you feel Leger Education Trust will be the right organisation for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to meet all of the team.

Yours faithfully,

Adam Dale
CEO

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www.legereducationtrust.com

Our Vision:
'Truly great students in truly great schools'

Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them to thrive.

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in their actions, have high ambitions for themselves and others, take responsibility and demonstrate integrity in everything they do.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



Pride

We are the champions of our students, our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



Ambition

We challenge ourselves to innovate and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



Integrity

We operate with honesty, transparency, and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



Responsibility

We act responsibly, take ownership for our actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity



The Application Process

Further details about Leger Education Trust can be found on the Trust website: www.legereducationtrust.com and also the X (twitter) feed @LegerEdTrust.

To complete an application please click on the link below (this will open up an online form via the 'My New Term' website):

<https://mynewterm.com/jobs/564731958/EDV-2024-LET-36535>

Shortlisted candidates will receive an email detailing the interview process. If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

Written references will be sought on all short-listed candidates before interview.

If you have any queries on any aspect of the application process or need additional information, please contact Leger Education Trust.

Key dates:

Closing date for receipt of applications: 5th July 2024

Shortlisting will take place: 5th July 2024

Interviews will take place: Second week of July. Interview dates to be confirmed.

Any offer of employment will be subject to a successful second interview with our chosen training provider



APPRENTICE FINANCE ASSISTANT

Grade Apprentice, £6.40 in first year, £12,314 per year

Full time 37 hours per week

3 Year Fixed term (with potential full-time position at the end)

Leger Education Trust is a Multi-Academy Trust with sponsor status. Since its establishment in November 2018 the Trust has grown rapidly and now includes seven schools and an alternative provision in Doncaster.

'Truly great students in truly great schools' is the central vision of Leger Education Trust and our Academies. We are dedicated to maximising the life chances of each and every child, focusing on students' health and well-being, character building and personal development.

Leger Education Trust is seeking to recruit an Apprentice Finance Assistant who will have an integral role in assisting with the development and implementation of the Trust's Finance strategy, and for driving forward best practice and compliance. The successful applicant will be assured of a well-considered induction to the Trust and support for your own professional development throughout the period of your apprenticeship. We are committed to career progression with significant opportunities for CPD and also through coaching and mentoring. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to shape the future of both the Trust and the community.

The successful candidate will have excellent interpersonal and organisational skills and the ability to deal with diverse tasks and changing priorities. You will have an eye for detail and a positive attitude.

This role will report to the Trust Finance Manager, and will be pivotal in supporting the smooth running of the finance operation.

The role comes with a training package that will result in an AAT level 3 qualification. In the initial 18 months, you would work towards AAT Level 2. This will cover key foundational topics including an introduction to bookkeeping, principles of bookkeeping controls, principles of costing and building knowledge of the business environment. You will be provided with time off to support your studies, with learning taking place with a leading provider. Once you have completed the level 2 qualification, you will continue your progression with AAT Level 3. This course moves on to the preparation of financial statements, management accounting, tax, and business awareness. Upon completion of the qualifications, we hope to be in a position to offer you a permanent position within our team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and an application form please contact the follow the link below:

<https://mynewterm.com/jobs/564731958/EDV-2024-LET-36535>

Closing date for receipt of applications is 5th July 2024 at noon



TRUST APPRENTICE FINANCE ASSISTANT

Grade Apprentice, £6.40 in first year, £12,314 per year

Full time 37 hours per week

3 Year Fixed term (with potential full-time position at the end)

OBJECTIVES OF THE POST

- Support the Central Finance team in undertaking transactional processing and maintenance of the Trust financial ledgers.
- Support the individual academies, School Business Managers, and budget-holders with the Trust purchasing procedures.
- Support the Trust Finance team with their duties and responsibilities as directed.
- Work towards AAT Level 2 Certificate in Accounting in the 18 months of post and progress to AAT Level 3 over the following 18 months.

MAIN DUTIES

The post holder will provide support to a range of financial support services including transactional processing, for Academies across the Trust and the Central Support Team. Duties will include:

- The use of the Trust's financial management systems to undertake all financial administration.
- Support the placing of orders, including supplier maintenance and selection.
- The processing of invoices for payments.
- Assist in dealing with supplier queries.
- Adhering to and implementing the principles and procedures ensuring compliance with all Trust financial procedures and regulations.
- Dealing with staff within Academies across the Trust.
- Undertake any financial administration tasks, commensurate with the grade as part of a flexible team.

REQUIREMENTS

- Strong desire to pursue a career in finance.
- Commitment to learning the Trust Finance Software; Xero and Approval Max.
- Some knowledge of common user applications, such as MS Office.
- Ability to work accurately and methodically.
- Ability to use initiative and to work individually and as part of a team.

OTHER

The post holder will be expected to work constructively as part of a team and to co-ordinate and take an active part in the delivery of Leger Education Trust Finance strategy.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with the Leger Education Trust's policies on health and safety.



COMMITMENTS

Commitment to the community ethos of the school, helping to promote appropriate behaviour and correct uniform wearing when dealing directly with pupils and to Equal Opportunities.

Any other reasonable duties commensurate with the level for the post, which may be required from time to time.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

Person Specification

	Essential	Desirable	How Assessed
Qualifications:			
GCSE (grade A*-C/9-4) or equivalent in English and Mathematics	✓		Application form
Post 16 qualifications such as A-levels, BTEC or T-Levels	✓		Application form
A-level Mathematics and/or Accounting		✓	Application form
Strong desire to work towards a finance qualification; AAT Levels 2 and 3	✓		Application form
Experience:			
Experience of accountancy/finance office		✓	Application form
Experience in providing excellent customer service		✓	Application form and at interview
Experience working in a school		✓	Application form
Knowledge, Skills and Abilities			
Ability to use own initiative as well as work within a team environment	✓		Application form and at interview
Excellent communication and interpersonal skills	✓		Interview
Excellent customer service skills	✓		Interview
Ability to interact with students and staff	✓		Interview
Rigorous and methodical with the ability to manage own workload and meet deadlines. Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of transaction	✓		Interview
Ability to work under time pressure	✓		Interview
Ability to work flexibly as the need arises	✓		Interview
Knowledge of Windows, Microsoft Office		✓	Application form and at interview
Other:			
Commitment to achieving high standards	✓		Interview
Willingness to constructively challenge the work of self and others to continually improve team performance	✓		Interview
Enthusiasm and a positive outlook	✓		Interview

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.