



Apprenticeship

Finance Apprentice Level 2 (Intermediate)

Salary:	£12,313 - apprentices are paid for their normal working hours and training that is part of their apprenticeship (1 day per week)
Hours:	37 hours per week, all year round. Mon-Thu 8.30am-4.30pm, Fri 8.30am-4.30pm, inclusive of a 30-minute unpaid lunch break
Duration of Apprenticeship:	15 months
Potential Start Date:	September/October 2024
Responsible To:	Finance Officer

Purpose of the role:

As an Apprentice Finance Assistant, you will help with organising accounting documents, assist with preparing financial statements and gain an overview of all finance administration tasks within a school.

What you will do in your working day:

Working within a finance team led by a CFO and reporting into a Finance Officer, the successful apprentice will assist with a wide variety of tasks including supporting:

- Sales ledger accounts
- To provide information to staff on budgets and balances
- To raise payments against properly agreed invoices
- To produce monthly debtors' reports
- Purchase ordering
- Maintain details of contracts, subscriptions and records of all DD and SO payments
- Assist with trips accounts and prizes accounts

The training you will be getting:

- AAT Level 2 Certificate in Accounting
- Weekly teaching delivered through a hybrid delivery model of classroom and remote learning - apprentices will be required to attend our Peterborough Campus for the classroom delivery

Requirements to apply:

- GCSE or equivalent in English and Maths (grade 4 – 9) *Essential*
- Good attention to detail, organisation and communication skills

Applications must be received no later than **Sunday 30 June 2024** and must be made via:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000253543>

What to expect at the end of your apprenticeship:

Whilst we are unable to guarantee employment at the end of the apprenticeship, we believe the skills and experience you have developed during the course will make you very employable either within the school itself or a similar organisation.