

Job title:	Apprentice Finance Officer
Reports to (job title):	Finance Manager
Hours of work:	37 hours per week, all year round
Hourly Rate:	£8.60 per hour
Location:	Based at the trust office but required to travel to school sites as required

Main Purpose / Responsibility

To make a full contribution to the core ethos and aims of academies within AtC.

To provide efficient and effective financial and administrative support to the trust. To process financial transactions in a timely manner and to maintain accurate financial records.

Main Duties

- Responsible for the safe keeping of all financial records as well as retaining evidence for internal and external auditors.
- To use the trusts financial packages for the management of the trust accounts.
- Ensure all financial transactions are made in compliance with the Academy Trust Handbook and the trust Financial Regulations
- Ensure that month end tasks are completed in accordance with the published timetable
- Carry out reconciliations as required, ensuring the accuracy and completeness of the financial records.
- Ensure that monies owed to the trust (eg. nursery fees, catering income) are collected and accurately recorded.
- Ensure that outstanding debts are chased and recovered in a timely manner.
- Ensure that any cash collected is securely banked in a timely manner, recorded and reconciled.
- Support in the production of monthly management accounts.
- Provide support to budget holders with regular updates of matters relating to their budget.
- Assist in the preparation for the annual audit and to support in the delivery of the internal audit function.
- Support financial aspects of any special project within the trust as and when required.
- Responsible for data compliance in the areas of your responsibility, in line with GDPR regulations.
- Work as part of a team and support the role of others at all times contributing to the overall work and ethos of the trust.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role
- Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties.
- Any other duties commensurate with the role.