

Finance Apprentice

Summary

An exciting opportunity has arisen to join a growing Catholic Multi Academy Trust in Sheffield, working as part of a dedicated Finance team supporting internal and external customers. As a Finance Apprentice, you will be supported in obtaining a nationally recognised qualification whilst gaining valuable on the job skills and experience.

This role will primarily be based at the Trusts' head office located in the S9 area of Sheffield.

Applicants are encouraged to apply through the Gov.uk 'find and apprenticeship' service website using the following link. [Finance Apprentice – Find an apprenticeship – GOV.UK \(findapprenticeship.service.gov.uk\)](https://findapprenticeship.service.gov.uk)

Annual wage

£16,546.40 a year

Training course

Assistant accountant (level 3)

Hours of work

Monday to Friday 08:30 to 16:30

37 hours a week

At least 20% of your working hours will be spent training or studying.

What you'll do at work

The Finance Assistant will be responsible for the following areas:

- The operation of the purchase and sales ledgers within the IRIS system.
- Processing of invoices through the IRIS invoice matcher software.
- Maintenance of the cash and day books.
- Checking, input & reconciliation of staff expenses.
- Monitor and manage shared mailboxes.
- Maintain financial records and systems for the effective and efficient management of public funds.
- Following procures which ensure adherence to standard accounting policies and practice.
- To investigate and answer routine queries arising from budget holders, management, and other finance colleagues as well as external bodies.
- Assist in troubleshooting and resolving ledger and budget account queries.
- Process and support integrity of expenditure transactions across the Trust including invoices for one off supplies and credit notes and reconciliation of supplier statements.

- Process and support integrity of income transactions across the Trust including raising sales invoices and credits and reconciliation of customer accounts.
- Process transactions relating to St Clare CMAT corporate card programme.
- To prepare and post daily banking transactions, liaising with other parties to determine ledger coding where appropriate.
- To receipt all electronic income and expenditure.
- To assist with the efficient processing of invoices through the Iris invoice matcher software.
- To respond to routine queries for internal and external stakeholders.
- To ensure all transactions and associated documentation comply with the scheme of delegation and standard accounting policies and procedures.

Essential qualifications:

GCSE in:

- English (grade 6 minimum)
- Maths (grade 6 minimum)

Skills required:

Communication skills

IT skills

Attention to detail

Organisation skills

Customer care skills

Problem solving skills

Administrative skills

Number skills

Analytical skills

Logical

Team working

Initiative

Patience

Enthusiasm

Safer recruitment

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment actively. Any offer will be subject to the successful completion of an Enhanced Disclosure and Barring Service (DBS) check.