

JOB DESCRIPTION

Finance Apprentice – Finance Department

Job Title	Finance Assistant	Scale	SS (3 – 6)
Section	Finance / Administration	Hours	37 hours per week, 43 weeks per year (part time considered)
Department	Support Staff	Terms of Employment	Permanent
Reports to	CFo Business Manager / Finance Officer	Document Date	July 2026

Job Purpose

To support the CFo /Business Manager and Finance Officer with the school's financial administration and wider finance department administration, ensuring accurate, timely and compliant processing in line with financial management standards, school policies, GDPR requirements and safeguarding expectations.

Designation of Post and Position within Structure

- Reports to the Finance Officer.
- Works closely with the Finance Officer and wider support staff team to ensure the smooth operation of finance matters.
- Provides support to other team members and departments as required.

Main Duties and Responsibilities

Relationships and Department Support

- Work closely with the Finance Officer to support the smooth operation of all finance matters.
- Provide administrative support to the finance department and other team members as required.
- Communicate effectively with suppliers, staff and other stakeholders in relation to orders, invoices, payments, deliveries, discrepancies and finance queries.
- Maintain strict confidentiality and demonstrate strong professional ethics at all times.

General Finance Administration

- Monitor the finance inbox, ensuring emails are actioned promptly or highlighted to the relevant person.
- Respond to telephone and email queries in a timely and professional manner.
- Deal with post received within the finance office, ensuring it is passed to the correct person and filed appropriately.
- Process and maintain financial and administrative data on academy systems with speed and accuracy.
- Maintain financial records in a well-organised and structured manner in line with school policy, GDPR requirements and legal guidelines.
- Assist with the preparation of monthly credit card reconciliations by seeking and recording approvals.
- Assist with the issuing and monitoring of in-house awards/gifts, keeping accurate records.
- Support payroll administration as required.
- Support with all other department administration as required.
- Support at school break times with supervision of students as and when required.

Expenditure and Purchase Ledger

- Support the finance team with processing orders, checking that spend is within budget and has appropriate authorisation, coding and supplier information.
- Match invoices with orders and record goods received into the academy accounting system.
- Ensure invoices are approved in accordance with authorisation protocols.
- Check creditors statements against aged creditors and investigate discrepancies.
- Liaise with suppliers to obtain information relating to prices, orders, deliveries, discrepancies and payments as necessary.
- Respond to supplier and staff queries relating to orders, invoices and payments in a timely manner.
- Ensure quotes and tendering protocols are followed, demonstrating value for money and probity in the use of public funds.
- Ensure accuracy in application and posting of VAT in line with school policy.

Income, Sales Ledger and ParentPay

- Receive and record cash and cheques received in respect of academy activities on the academy accounting system.
- Support the Finance Officer with the banking of all incoming monies.
- Assist with the processing of academy debtor invoices and monitoring of aged debtors.
- Assist with the administration, monitoring and recording of income received via ParentPay.

Reporting, Compliance and Systems Improvement

- Support the finance team in preparing financial reports when required and assist with month-end and year-end processes.
- Ensure compliance with The Duston School financial regulations, school policies and procedures, VAT guidance and the Academies Trust Handbook / relevant academy financial guidance.
- Process and maintain financial data on the academy accounting system accurately and efficiently.
- Support the Business Manager / Finance Officer with the ongoing enhancement, review and improvement of systems, policies and processes to ensure they remain robust, efficient and fit for purpose.

Flexibility and Review

This document is not necessarily a comprehensive definition of the post. The jobholder may be required to undertake duties from time to time as requested by the Business Manager / Finance Officer in connection with the post.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and may be amended in consultation with the post holder.

Safeguarding Statement: The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Key Criteria	Essential	Desirable
Qualifications	Good general education, with GCSEs or equivalent in English and Maths (A to C / 9 to 4).	Recognised professional accountancy qualification, working towards one, or relevant experience. Evidence of continuous professional development.
Knowledge / Experience	Competent in the use of computer and telephone systems within an office environment. Competent user of Microsoft Word and Outlook. Ability to process and maintain accurate financial and administrative records.	Experience of Financial accounting packages. Academies / schools finance experience. Intermediate level MS Word, Excel and Outlook. Knowledge of School MIS Systems Good knowledge of financial and accounting procedures and experience in a similar role.

Key Criteria	Essential	Desirable
Skills	Ability to prioritise workload to meet deadlines while dealing with a number of tasks simultaneously. IT literate. Excellent analytical, numerical and communication skills. Ability to work well as part of a team. Excellent interpersonal skills. Ability to communicate effectively with other members of the team. Ability to remain calm and confident. Ability to use initiative. Honesty, integrity and reliability to ensure strict confidentiality.	Good knowledge of Microsoft Office applications. Good working IT skills, particularly Excel.
Personal Characteristics	A self-starter who is comfortable working with limited day-to-day supervision. Able to work with a wide range of different people. Highly organised. Flexible, proactive and able to work under pressure. Strong ethics and the ability to maintain confidentiality at all times. Able to work well as part of a team.	Flexible approach to work. Professional and presentable appearance.
Special Requirements	Successful candidate will be subject to an enhanced Disclosure and Barring Service check. Right to work in the UK. Evidence of a commitment to promoting the welfare and safeguarding of children and young people.	Understanding of health and safety requirements. Knowledge of GDPR.

Signatures

Signed	
Print name	
Date	