

Finance Assistant Apprenticeship

We have an exciting opportunity for a new Finance Apprentice to join our school

Duration: Fixed-term 20 month contract

Workplace: Rivington & Blackrod High School, Rivington Lane, Rivington, Bolton BL6 7RU

Working Hours: 37 hours per week, Mon-Fri

Salary: £6 per hour, which equates to £11,576 for working all year round, 37 hours per week

Annual leave: 24 days annual leave

Main purpose of the job: To support the finance department in delivery of a robust financial management service.

You will work towards your AAT Level 3 Advanced Diploma in Accounting across a duration of 20 months. You will have an allocated tutor through our external apprenticeship provider, LMP Education, who will support you throughout the apprenticeship, along with support from the school.

About the school:

Website: www.rbhs.co.uk

Rivington and Blackrod High School is set in an area of outstanding natural beauty. We are located close to the M61 and M60 motorway network, and have free car parking. For more information about the benefits of working at Rivington and Blackrod High School, please click [here](#).

The school has strong links with the local community with a heritage of over 450 years and is successful and popular with parents. You will be joining a staff team that is committed, welcoming, supportive and friendly. We are an ambitious community committed to young people and supporting them on their journey to achieve their dreams and ambitions.

We strive to meet the needs of every learner; drive them, motivate them and support them to achieve. We celebrate all success and truly believe that every student matters and that it is our job as educators to ensure they know and feel that they matter.

Rivington & Blackrod is part of the Leverhulme Academy Trust and we believe that nurturing and supporting staff in team work and collaboration is essential if we are to provide the highest standard of education for all students within the Trust.

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Key duties and responsibilities

1. Daily processing of financial routines concerning placement of orders, goods received and payment of invoices using the Academy's PS Financials system.
2. Support month end processes, assist in the preparation of accruals and prepayment information.
3. Handling of queries from parents and staff in relation to ParentPay payments and Impact (school meals).
4. Assist in the operation of the school fund account, handling queries from staff/parents.
5. Take a lead role in dealing with incoming correspondence, document scanning and electronic filing systems.
6. Correspond with suppliers and budget holders in relation to purchase orders and invoices.
7. Support the development and maintenance of recording and information systems relating to school fund, school account income/expenditure and funding claims.
8. Ensuring best value principles are adhered to and seek competitive price benefits on the school's behalf.
9. To assist in the provision of detailed analysis and evaluation of data, assist in the production of detailed reports/information required for the Academy accounts.
10. To offer support and advice to non-financial managers regarding the use of the school's coding system, placing orders, payment of invoices and paying in income, in line with the school's financial management procedures.
11. To support a transparent financial reporting process in school.
12. To support the need to maintain robust audit trails to satisfy both internal and external audit requirements.
13. Assisting trip/event organisation in school by supporting routine activities including maintenance of income and expenditure records and student lists.
14. To provide advice and deal with enquiries concerning ParentPay systems in school.
15. To be an active and positive member of the Finance team.
16. Support general Finance administration and the efficient running of the Finance department.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

PERSON SPECIFICATION

RIVINGTON & BLACKROD
HIGH SCHOOL

Job Title: Finance Assistant

Qualifications and training	Essential	Desirable
A good level of formal education including GCSE Maths and English (Level 2)	✓	
NVQ Level 2 or A-Level qualifications		✓
ICT literate and confident using Microsoft Office	✓	

Experience, knowledge and skills	Essential	Desirable
Experience of working in a secondary school finance office and dealing with a variety of financial routines impacting on the school organisation		✓
To maintain stringent finance procedures and support implementation of sound financial management processes		✓
Ability to approach problems positively and seek solutions	✓	
Ability to work effectively within the team environment.	✓	
Ability to build effective working relationships with all pupils, colleagues and external partners	✓	
To be sensitive to confidentiality issues	✓	

Personal attributes	Essential	Desirable
Resilience and the capacity to work effectively and stay calm under pressure	✓	
Responsibility for own professional development and be willing to partake in further development.	✓	
Committed to the delivery of excellent customer service	✓	
A positive team player with energy, commitment and enthusiasm	✓	
Good Communication skills	✓	
A commitment to health and safety	✓	
Ability to work accurately	✓	
Good organisational skills and ability to work to tight deadlines.	✓	
An understanding of child protection and safeguarding	✓	

Special requirements	Essential	Desirable
Satisfactory enhanced DBS certificate.	✓	
Medical clearance	✓	
2 satisfactory references	✓	
Full UK driving license and access to a car during working hours		✓

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