



Trust Finance Apprentice

Closing Date: Monday 27th June 2022, 9am

Recruitment Information Pack

Coast & Vale Learning Trust

Fieldstead Crescent, Scarborough, YO12 6TH

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Our schools

Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teeside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.



Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possibly be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit us at:

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit us at: [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit us at: [Scalby School - Home \(coastandvale.academy\)](http://coastandvale.academy)

Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit us at [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.



Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit us at: <https://www.scarboroughutc.co.uk>

Application Process

The closing date for all applications is **Monday 27th June 2022, 9am**

Interviews will be held as soon as possible after the closing date

Completed applications must be returned to Helen Poole at
helen.poole@northyorks.gov.uk

If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Please contact Helen Poole via email helen.poole@northyorks.gov.uk or on **07890055186**



JOB DESCRIPTION

POST: Trust Finance Apprentice	
GRADE: National Apprenticeship Wage	
RESPONSIBLE TO: Trust Finance Officer	
STAFF MANAGED: None	
POST REF:	
JOB PURPOSE:	<p>To assist the Finance Officer/Trust Financial Services Manager in the day to day operations of the Trust Central Finance Department by providing a full range of finance administrative support to the Trust and its schools including purchase ledger, sales ledger and cashbook transactions</p> <p>This role will allow you to study towards a level 3 AAT qualification through the apprenticeship scheme, and work alongside colleagues within the Trust's Central Finance team. A requirement to attend workplace or off-site study will be expected and time will be made available for this to take place.</p>
JOB CONTEXT:	<p>The post is required to work with the finances of the Trust, maintain accurate records, and ensure timely payments. Working to support the senior members of the Finance Team to provide financial data and analysis to enable the Chief Executive Officer (CEO) and the Trustees to make effective resource deployment decisions</p> <p>This role is office based, but may require travel to and working at sites throughout the Trust.</p> <p>This Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> To support the Finance Officer/TFSM in the day to day operations of the department including purchase ledger, sales ledger and cashbook transactions Input budget information into appropriate systems To assist in the production of financial reports for the TFSM, detailing issues and recommendations To support the Finance Officer to complete all year end close down paperwork by the required deadlines.

	<ul style="list-style-type: none"> • To support the Finance Officer in preparing for audit inspections • To support the Finance Officer in work with TFSM/COO on financial benchmarking, comparative statistical analysis and checks. • Undertake administrative duties as required • To ensure compliance with the Academy Trust Handbook & Trust Finance Policy
Communications	<ul style="list-style-type: none"> • Communicate effectively with staff and suppliers/contractors under the direction of the Finance Officer. • Provide reports as requested to enable the TFSM to interpret the finance data and enable them to make effective resource deployment decisions • Advise other Trust staff on financial procedures
Partnership Working	<ul style="list-style-type: none"> • Work with our educational or supplier partners to ensure compliance with financial procedures and regulations
Resource management	<ul style="list-style-type: none"> • To support the Finance Officer to manage the process of paying suppliers including reconciling orders, inputting invoices, cheque/BACs production and subsequent filing of invoices. • To support the Finance Officer to manage the process of invoicing customers, including reconciling orders, collating the necessary paperwork and collecting and allocating the receipts to regular reconciling of the sales accounts. • To support the Finance Officer with processing school credit card transactions and other month end procedures/reconciliations. • Attend staff meetings and training days
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with, by knowing who to report your concerns to.
Systems and Information	<ul style="list-style-type: none"> • To manage an organised and effective filing and record system ensuring that this is auditable if required. • Maintain the Trust's financial system's • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.

Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust's Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	May 2022

PERSON SPECIFICATION

JOB TITLE: Trust Finance Apprentice

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none">• Knowledge of administrative systems and IT packages, including Microsoft Office	<ul style="list-style-type: none">• Knowledge of finances, including knowledge of accounting and financial procedures• Knowledge of Academy Trust Handbook
Experience <ul style="list-style-type: none">• Experience of using databases and other IT packages including Microsoft Office• Experience of working with spreadsheets	<ul style="list-style-type: none">• Experience of working in a finance role• Experience of using Computerised accounts software• Experience of a purchase ledger function• Experience of a sales ledger function
Occupational Skills <ul style="list-style-type: none">• Ability to manage an organised and effective record system• Analytical & problem solving skills• ICT skills• Ability to use the keyboard with speed and accuracy• Attention to detail, neatness and accuracy• Organisational and time management skills• Ability to work as part of a team• Confidentiality• Good interpersonal skills• Ability to work without close supervision	

<ul style="list-style-type: none"> • Ability to present information in a logical, clear and concise format and communicate this effectively both verbally and in writing 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 qualification to evidence good literacy and numeracy skills 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • To be committed to Continual Professional Development • Willingness to attend meetings in the evening, as required 	

NB – Assessment criteria for recruitment will be notified separately.

Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process