



## Job Description

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
<b>Core Job Role:</b>	Finance Apprentice Level 2 Certificate / 3 Diploma in Accounting (AAT)
<b>Job Title:</b>	Finance Apprentice Level 2 Certificate / 3 Diploma in Accounting (AAT)
<b>Reports to:</b>	Transactional Services Manager
<b>Grade</b>	National Apprentice Rates
<b>Date of compilation:</b>	March 2023

### ROLE SUMMARY:

This is an exciting opportunity to join the Luminate Education Group.

We are a group of organisations providing education across a number of towns and cities. As part of the finance team you will work alongside colleagues to provide shared financial support services to each of the providers within the group whilst studying towards AAT Level 2 Certificate; progression to Level 3 upon successful completion.

We are seeking a driven, focused and passionate individual to undertake this role and explore this incredible opportunity to contribute to the continued success of the group.

### SPECIFIC ROLE RESPONSIBILITIES:

1. To undertake structured placements within the finance directorate to include one or more of the following teams: accounts payable, accounts receivable, financial accounting and business partnering. In each placement the post holder will support the delivery of that team's workload.
2. Accounts Payable – to support in the timely and accurate payment of supplier invoices using the group's U4 finance system. Ensuring all invoices and requests for payment have been approved in accordance with the group's financial regulations.
3. Accounts Receivable – to support in the timely collection of all monies due to the group and maintain an accurate position of the group's debtors within the U4 finance system.

4. Financial Accounting – to support the timely reporting and reconciliation of the group's cash resources. To prepare cash receipts for banking, including counting and reconciling all receipts daily and posting income received to the finance system.
5. Business Partnering Team - To support the Finance Business Partners in the delivery of an excellent service to budget holders assisting with month end journals, systems, and process reviews.
6. Maintain and contribute towards developing the financial control environment by ensuring financial best practice is embedded, fully operated at all times and documented, including implementation of updates to financial policies and regulations.
7. Create and maintain effective filing and computerised systems as required.
8. Deliver a professional, customer focussed, responsive and quality service by reacting to and meeting a range of fluctuating pressures and daily demands.
9. Deal effectively with general email, telephone and face to face enquiries from staff and stakeholders.
10. Study towards successful completion of the Level 2 and then Level 3 Advanced Diploma in Accounting in accordance with the AAT Apprenticeship framework.

#### **CORE RESPONSIBILITIES:**

The post holder will provide a customer focused responsive and quality financial service supporting the finance team in their day to day, month end and year end duties.

As this is an Apprentice role, the post holder will be required to undertake studies towards the successful completion of the AAT Level 2 Certificate and Level 3 Diploma in Accounting. The post holder will, at all times, comply with Luminate Education Group Financial Regulations and Procedures and maintain a pro-active and diligent approach to fraud awareness.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody our Organisational Culture:

**Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

**Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

**Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

**Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

**Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

**Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Finance Apprentice
<b>Department</b>	Finance

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications & Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. GCSE grade C/4 or above in Maths and English (or equivalent Literacy and Numeracy at Level 2 or above).	A

E	Q2. Commitment towards studying up to AAT Level 3 in Accounting.	A / I
<b>Experience &amp; Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Highly organised with the ability to work to demanding deadlines and deliver.	A / I
E	EK2. Enthusiasm and confidence in establishing and internal and external relationships.	A / I
D	EK3. Experience of using Microsoft Office systems and databases (Word, Excel, Outlook) as an intermediate user.	A / I
<b>Skills &amp; Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Take a questioning approach to problems and enjoy looking for solutions to challenges presented.	A / I
E	SC2. Relates effectively to others, both one to one and in teams.	A / I
E	SC3. Takes responsibility for own development and a willingness to learn.	A / I
E	SC4. Strong communication skills, both written and verbal.	A / I
E	SC5. Ability to exercise absolute integrity in respect of confidential matters.	A / I
D	SC6. Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty.	A / I
<b>Behavioural, Values &amp; Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Support and promotion of equality, diversity and inclusion.	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in.	I
E	Commitment to the PREVENT agenda.	I

E	Commitment to professional standards.	I
E	Commitment to restorative practice approaches.	I