



Job Description

Group Member:		Luminate Group Services	
Job Title:		Apprentice Finance Level 2/3 (AAT)	
Reports to:		Transactional Services Manager	
Job Grade	L2 Apprentice	Department	Finance

ROLE SUMMARY:

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. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. 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.
2. 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.
3. Create and maintain effective filing and computerised systems as required.
4. Deliver a professional, customer focussed, responsive and quality service by reacting to and meeting a range of fluctuating pressures and daily demands.
5. Deal effectively with general email, telephone and face to face enquiries from staff and stakeholders.

6. Study towards successful completion of the Level 2 and then Level 3 Advanced Diploma in Accounting in accordance with the AAT Apprenticeship framework.
7. Provide a customer focused responsive and quality financial service supporting the finance team in their day to day, month end and year end duties.
8. Any other duties that are specific to the department.
9. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

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 the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

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

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Apprentice Finance
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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 and 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

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
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

Skills and Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
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

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I