

# JOHN LEGGOTT COLLEGE



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Finance Assistant Apprentice</b>
<b>REPORTS TO:</b>	<b>Director of Finance and Resources</b>
<b>WORK PATTERN:</b>	<b>Full Time (37 hours per week) all year round</b>
<b>CONTRACT:</b>	<b>For duration of apprenticeship 13-15 months</b>
<b>SALARY:</b>	<b>£12,000 per annum</b>

### Purpose of the Role

The role will involve supporting the finance team with all aspects of finance administration to ensure delivery of a first class and efficient finance service across the college.

The successful candidate will undertake the AAT level 3 advanced diploma qualification by a course of study and by applying the skills and knowledge gained within their role.

### Key Responsibilities

1. Providing overall finance support/processing service ensuring that an effective, efficient and customer focused service is delivered within specific time scales.
2. To provide support for both purchase and sales ledger processes
3. To provide support in tracking major projects and fixed asset spending
4. Dealing with routine correspondence and telephone enquiries pertaining to the income and purchases.
5. Collaborating with colleagues in reviewing and updating procedures to improve quality and consistency.
6. Liaising with budget holders and finance colleagues to deliver an excellent service.
7. Maintaining computer and manual filing systems.
8. Upholding appropriate levels of security and confidentiality in all work undertaken while ensuring everything is in accordance with Data Protection Regulations.
9. Prioritising own workload to make sure objectives are met.
10. Undertake an appropriate Apprenticeship qualification and apply learnings and best practice to the role.

**In addition to the above mentioned attributes the successful candidate will be expected to:**

1. Support effective safeguarding of all young people throughout the College.
2. Demonstrate commitment to own continuous professional development.
3. Demonstrate positive behaviours and day to day commitment to the College's strategic plan.
4. To attend as necessary, meetings of all College Staff.
5. To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
6. To undertake any such other duties as may be required, commensurate with the post which does not change the character or purpose of the post which are necessary to maintain outstanding standards.

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.**

***We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.***

Employee signature: ..... Date: .....

Line manager signature: ..... Date: .....

**PERSON SPECIFICATION  
FINANCE ASSISTANT APPRENTICE**

ATTRIBUTES	CRITERIA	Essential /Desirable	ASSESSMENT METHOD(S)
<b>QUALIFICATIONS &amp; AWARDS</b>	<ul style="list-style-type: none"> <li>• A*-C ( 9-4) GCSE in Maths and English or equivalent</li> </ul>	E	A, C
<b>PERSONAL QUALITIES, KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Ability to manage and take responsibility for own work load and prioritise to meet strict deadlines</li> <li>• High level of Customer Service Skills, face to face, verbally and in writing with the ability to adapt styles</li> <li>• Ability to think and work with colleagues on a project, process or review and improve it</li> <li>• Maintain appropriate levels of security and confidentiality.</li> <li>• Experience of working within a team and ability to work on own initiative</li> <li>• High levels of accuracy and attention to detail</li> <li>• Ability to engage with others at all levels (internally, externally and across organisation) through a range of communication methods.</li> <li>• Working knowledge of Microsoft Word, Outlook and Excel</li> <li>• Basic understanding of financial procedures and willingness to learn to use financial systems</li> <li>• Knowledge of the General Data Protection Regulations (GDPR)</li> <li>• Knowledge / experience of the Further Education sector</li> </ul>	E E E E D E E E D D D D	A,T,I A,I A,I A,I A,I A,T,I A,I A,T,I A,I A,I A,I
<b>ADDITIONAL FACTORS</b>	<ul style="list-style-type: none"> <li>• Undertake training and development as may be identified as essential to the role and continued personal development</li> <li>• Commitment to equality and diversity initiatives, anti-discriminatory practice and safeguarding</li> </ul>	E E	A,I A,I

	<ul style="list-style-type: none"> <li>• Suitability to work with children and young adults</li> </ul>	E	A,I,DBS
	<ul style="list-style-type: none"> <li>• Ability to work occasional evening or weekends</li> </ul>	E	A,I
	<ul style="list-style-type: none"> <li>• Attendance of department/all staff meetings</li> </ul>	E	A,I

## PERSON SPECIFICATION – FINANCE ASSISTANT APPRETICE

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'essential' and 'desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

**Essential** - The successful candidate must meet the essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

**Desirable** - The post holder needs to meet the desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

- A = Application**
- I = Interview**
- T = Test**
- C = Certificates**
- R = References**
- DBS = Disclosure & Barring Service**

These letters are used in the 'assessment method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the interview and/or test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.