



Job Title: Finance & Data Trainee (Blueprint)

Salary: Bucks Pay Range 1b - 2 (ISN 6 -15)

Contract: Term Time – Full Time 37 hours per week
(Fixed Term Contract – up to 2 years) with opportunity to go permanent on qualification

Responsible to: Financial Business Manager in the first instance,
Ultimately the Executive Head Teacher.

Core Purpose

To provide administrative support to the School Finance Team through a wide range of financial, operational and clerical duties at the Blueprint site within the Aspire Schools Multi Academy Trust.

During this fixed term appointment, Aspire will provide financial support to assist the job holder, in attaining both AAT2 (Association of Accounting Technicians) and AAT3 qualifications. Progression towards AAT3 and extension to the fixed term contract is dependent on achieving AAT2.

This role is within the Finance Team of Aspire Schools.

Key responsibilities of the role

Finance Trainee Duties:-

- Adherence to the Schools Financial Procedures and Regulations, and the procedures as defined in the DfE Academies Financial Handbook.;
- Maintain confidentiality and discretion at all times;
- Ordering of stationery, equipment and supplies as directed by the School Business Manager and Finance Officer;
- Accept and checking of deliveries at Blueprint, and confirming their receipt on FMS as part of the school procurement process;
- Preparation of Purchase Orders on the school's financial management system (FMS);
- Scanning of invoices and adding supporting documentation onto FMS.
- Responsible for maintaining Petty Cash records, and the passing of entries into FMS;
- Reconciliation and maintenance of accounting records for School Credit Card Payments, for those staff/cardholders across all school sites;
- Monitoring and record keeping of expenditure for Departmental Budgets;
- The School Finance Office is also responsible for other Premises and Health & Safety issues, and this role may be required to assist with various other administrative duties within these areas of work;
- Whilst the role is based at our Blueprint site in Aylesbury, there may be occasions within the role to work at other school sites in both Chesham (CSEC) and in High Wycombe (TWG).
- Preparation and interpretation of school data

Additional responsibilities

All staff members are expected to:-

- Sustain effective positive relationships with staff, students, parents/carers, key stakeholders and the wider community;
- Act as a positive role model for students;
- Encourage moral and spiritual growth and civic and social responsibility amongst students.

The overall purpose of the Administration Team is to:

- Provide professional support to enable students and colleagues to have a safe, dynamic and creative learning environment through mutual respect and shared values within Aspire.

All members of the Administration Team are expected to:

- Communicate effectively with staff, students, parents/carers, key stakeholders and the wider community
- Actively listen
- Be Self-motivated, hard-working and productive.
- Demonstrate reliability
- Exhibit a flexible working approach
- Actively participate within the team and in the school as a whole.
- Treat all colleagues in a respectful manner
- Support colleagues with empathy, compassion and with the spirit of generosity
- Actively take ownership and responsibility for one's own job role and its duties
- Shares openly and willingly within the team,
- Maintain a positive attitude and proactively work as a problem solver.
- Committed to continuing professional development within the role to maintain and enhance skill sets
- Exhibit honesty and integrity at all times

Staff are also expected to follow all policies and procedures related to financial matters, health and safety and safeguarding.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

This job description is current at the date shown, but in addition to the duties outlined above, you may be asked to undertake any other duties that may reasonably be regarded as within the nature of duties and responsibilities of the post. Any changes of a permanent nature will be fully negotiated with you and incorporated into the job description.

Person Specification - Finance Trainee

Attributes	Essential	Desirable
Qualifications		
GCSE's in English and Maths at grades A* - C or 9 - 5	✓	
A Levels qualifications or equivalent, in appropriate subjects (eg Business Studies)		✓
Experience		
Previous work experience in an administration or clerical environment		✓
Skills/Knowledge/Aptitude		
Confident IT skills (encompassing Word, Excel, Powerpoint and Outlook)	✓	
Knowledge of Financial and Accountancy procedures		✓
Approachable with good interpersonal skills, professional telephone manner, calm approach	✓	
Excellent communication skills, both written and oral	✓	
Excellent time management, administrative, organisation skills.	✓	
Personal Qualities		
To maintain confidentiality at all times	✓	
To demonstrate the ability to work accurately with attention to detail	✓	
To be able to work on own initiative, organise workload and prioritise tasks	✓	
Ability to cope with conflicting demands, deadlines and interruptions	✓	
High level of tact and discretion combined with a calm personality and sound judgement	✓	
To work as part of a team with a commitment to develop professionally and attend courses	✓	