

Post Title	Apprentice in Business Administration		
Grade / Spinal point	Apprentice NMW	Salary	Dependent on age
Accountable To	Finance Officer		
Accountable For	Not applicable		
Commencement Date	April 2019		
Permanent / Temporary / FTE	37.5 hours a week, 52 weeks a year, 18 month contract		

School Purpose	Job Purpose
Our purpose is <i>Creating Individuals, Making Futures</i>	To assist in the provision of administration to internal and external customers of the school whilst developing the skills needed to achieve Level 3 Business Administration qualification. This role will have a particular emphasis on the finance function across the school.

Job Description	
A.	Specialist Role Functions
A.1	Work within PSCA's policies and current good practice regarding all areas of work
A.2	Assist the Finance Officer in maintaining the schools accounts, budgets and funds
A.3	Assist the Finance Officer in maintaining proper computer held accounts for Access
A.4	Assist with VAT 126 claims
A.5	As directed by the Finance Officer, process orders, invoices and receipts through the Access Accounting package
A.6	As directed by the Finance Officer, raise invoices for income owed to the school e.g. lettings, events etc
A.7	Dealing with suppliers to resolve queries, deliveries etc
A.8	Set up spreadsheets for monitoring accounts e.g. trips etc
A.9	Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers
A.10	Champion Value for Money (VfM) across the school
A.11	Checking of invoices against orders and help prepare for appropriate payment
A.12	Receive and process income received and enter them on the Access Accounting package
A.13	Maintain the Access supplier database and responsible for loading catalogues
A.14	Provide efficient financial and administration assistance to their Line Manager
A.15	Contribute to the evaluation and development of systems and processes
A.16	Support the administrative areas across the school

Job Description	
B. Corporate Accountabilities	
B1	Sharing the school's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.
B2	Performing your role and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.
B.3	Contribute to the evaluation and development of services across the school as part of the school's ongoing self-assessment cycle.

Job Description	
C. Professional	
C.1	Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up-to-date on new recommendations/guidelines set by the relevant departments.
C.2	Ensure that confidentiality is protected at all times.
C.3	Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
C.4	Participate in individual performance review and respond to agreed objectives.
C.5	Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
C.6	Attend relevant conferences/workshops in line with identified professional objectives.

Job Description	
D. General	
D.1	Contribute to the development of best practice within the service.
D.2	Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.
D.3	All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
D.4	It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
D.5	This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

Person Specification

Competency	Descriptor	How Identified AF : Application Form QC : Qualifications Check SP : Selection Process Presentation SI : Selection Process Interview SA : Selection Process Activity RF : Reference
Qualifications		
Q1 Essential	GCSE in maths at Grade C or above	AF, QC
Q2 Essential	Level 2 qualification in Business Administration or similar, relevant area	AF, QC
Knowledge and Experience		
E1 Essential	Good level MS Excel skills including formula driven lookups	AF, SA
E3 Desirable	Understanding of financial functions in an organisation	AF, SI
Skills and Competencies		
S1 Essential	Excellent organisational, administration and time management skills	SI, SA, RF, AF
S2 Essential	Positive, approachable, trustworthy and reliable	AF, SI, RF
S3 Essential	Ability to work with a wide variety of stakeholders with courtesy and tact both via telephone and face to face.	AF, SI, RF
S4 Essential	Evidence of respecting privacy, confidentiality and application of discretion within the workplace	AF, SI, RF
S5 Essential	Able to develop good professional relationships with colleagues.	AF, SI, RF
S6 Essential	Responsive to and willing to ask for feedback and supervision.	SI, RF
S7 Essential	Thorough, accurate and methodical approach to work	AF, QC, SI, RF
Training		
T1 Essential	Able to undertake Level 3 BA qualification within a specified time-scale	AF
T1 Essential	Able to integrate training into practice.	AF, SI
Other		
O1 Essential	High level of enthusiasm and motivation.	AF, SI, SA
O2 Essential	Excellent organisational and self management skills	AF, SI, RF
O3 Essential	Ability to use supervision and personal development positively and effectively.	AF, SI, RF
O4 Essential	Able to work under pressure.	AF, SI, SA, RF
O5 Essential	Flexible in attitude and action to ensure the objectives of the department are achieved	AF, SI, SA
O6 Essential	Ability to be self reflective in own personal and professional development and in supervision.	AF, SI, SA