



St Thomas More High School

Job Description of the Finance Apprentice

Job Title:	Finance Apprentice
Responsible to:	School Business Manager
Salary Grade Range:	Apprenticeship rate - £6.00 per hour (£9,990 per annum plus training fees paid)
Hours of Work	37 hours per week consisting of 8:00am to 4:00pm (incl. 30 minutes unpaid lunch break) 4 days per week in school and one day per week at college
Weeks Worked:	Term time only (39 weeks per year plus INSET days)
Responsible for:	N/A
Function:	To assist the Finance Team in handling all day-to-day financial transactions across the Assisi Catholic Trust.
Outline of Duties:	<ul style="list-style-type: none">• Assist with checking full receipt of orders, annotating the records appropriately. Checking statements, as and when received, to ensure timely payment of invoices.• Maintain manual and computerised financial records.• Placing orders for school resources.• Receive deliveries into the school and arrange for delivery to the correct department.• Liaise with companies regarding orders and research in order to obtain best value for purchases.• To carry out all financial administration in accordance with the Academies Financial Handbook, school financial regulations and policies.• These duties are not exhaustive and additional duties may be required to ensure the safe and smooth running of the school.