



Apprentice Accounts Assistant Job Description & Person Specification

EMMAUS
CATHOLIC MAC
Our journey with Christ

Job Description for Accounts Assistant

Grade: Apprenticeship Pay Rates (determined by age of apprentice) – Fixed Term 1 Year, to be extended by a 1-year fixed term on successful completion of the Level 3 qualification

Line Manager: Accountant

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To assist with a variety of day-to-day financial activities of Emmaus Catholic Multi Academy Company (“MAC”) central finance function as well as supporting the wider education staff within our schools.

The apprenticeship route supports the candidate in completing the Level 3 and Level 4 Accounting Technician (AAT) qualification and obtaining the skills required to complete the roles and responsibilities for an Accounts Assistant as outlined below.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work Monday to Friday, 37 hours per week 9.00am – 5.00pm. Weeks worked All Year Round 52.143 weeks (Negotiable for the right candidate). The apprenticeship post is fixed term for one year with extension of an additional 1 year fixed term dependent upon completion of the Level 3 qualification.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Under the direction of the Accountant / Senior Accounts Assistant manage all aspects of the MAC purchase requisition process to ensure school purchasing requirements are accurately recorded, appropriately approved and effectively processed within the finance management systems, including collating the BACS process ready for checking.
- Checking the new supplier forms and student / staff expense forms have been entered accurately onto the financial management system.
- Under the direction of the Accountant / Senior Accounts Assistant be responsible for the purchase process from start to finish, by raising and issuing purchase requisitions/orders, goods receipting (where appropriate) and processing invoices for payment.
- Identify prepayments on invoices received and identify regular invoices not received and liaise with the Accountant / Senior Accounts Assistant to accrue for the expenditure to assist with the month end process.
- Respond to supplier queries chasing invoices and issuing remittances when required ensuring progression to completion.
- To support the Accountant / Senior Accounts Assistant with checking the VAT return.
- Assisted by the Accounts Assistants, be the point of contact for all queries relating to the financial and purchasing processes.

- Under the direction of the Accountant / Senior Accounts Assistant, seek and provide managers and staff within the MAC, with information on finance processes.
- To aid in managing the MAC credit card process in line with the MAC financial regulations, ensuring credit card transactions are reconciled to the monthly credit card statement and entered onto the financial management system.
- To aid in the administration and management of monthly employee expenses claims and ensuring all MAC expenses policies are adhered to.
- Under the direction of the Accountant / Senior Accounts Assistant, raising sales invoices (e.g. in relation to local sports and lettings and any additional education income) and pursuing outstanding debtor balances.
- Regularly liaising with and updating the central finance team on elements of finance (to ensure duties described are completed)
- Assist and support with the smooth running of the MAC finance function ensuring any issues raised are forwarded to the relevant person in a timely manner and issues are escalated where required.
- Under the direction of the Accountant / Senior Accounts Assistant, ensure any banking of cash received in schools is collected and processed centrally and recorded on the finance management system.
- To aid in ensuring all student bursary payments are collated and processed for payment and recorded on the finance management system.
- Post income from the ESFA/LA and other income/payments to the correct accounting code on the finance management system under the supervision of the Accountant / Senior Accounts Assistant.
- Under the direction of the Accountant / Senior Accounts Assistant, ensure EYFS Income is received by working with the LA.
- Along with the Accountant / Senior Accounts Assistant, attend monthly meetings with budget holders to ensure school budgets are appropriately monitored, and provide support to budget holders to manage their budgets on a day-to-day basis.
- Respond to routine enquiries (face to face, telephone, in writing) on behalf of the Finance team/Accountant as appropriate.
- To collate and provide monitoring, statistical information in accordance with agreed schedules and deadlines.
- To support with the MAC Operations as and when required to further develop skills within the Education sector.
- To ensure the Academies Financial Handbook is read, understood and followed.
- To ensure accuracy of all financial data on the finance management system.
- As and when required, support the finance team with monthly payroll reconciliations.
- To undertake in training as and when identified by the senior leadership team.
- Assist where required with year-end procedures and processes.
- Support the MAC finance team with year-end audit requirements.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the MAC and pay due regard to the Catholic nature of the MAC.

- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the MAC. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for Accounts Assistant

Task	Essential	Desirable
Qualifications and Training		
G.C.S.E's 4 and above in Maths & English or commitment to gain during the apprenticeship.	✓	
Level 1 AAT or equivalent qualification such as Accounting T-level	✓	
Able to understand and apply regulations such as included in the Academies Trust Handbook and other financial regulations.	✓	
Willingness to undertake training as and when required.	✓	
Knowledge and Experience		
Experience of a purchase order/invoice and accounts payable/receivable process		✓
Knowledge of accounting and bookkeeping		✓
Experience of using PS Financial system is desirable or equivalent package		✓
Experience of working in schools		✓
General office accounting experience		✓
Practical Skills		
Listens well and communicates clearly and fluently with colleagues on a wide level		✓
Works effectively with a broad range of stakeholders and partners		✓
Inspire confidence among Principals and Senior Colleagues		✓
Able to manage conflicting priorities, both individually and as part of a team, to achieve challenging objectives.	✓	
A keen eye for attention for detail	✓	
To adhere to equal opportunities, health and safety, safeguarding and other school policies	✓	
Committed to safeguarding and welfare of all pupils	✓	

Personal Qualities and Attributes		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
Observant to detail – notices what needs to be done and is confident to just get on with it.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Honesty	✓	
Demonstrates integrity	✓	
Able to use own initiative and problem solve	✓	
Confidentiality	✓	
Ability to work in a team, to cooperate and be flexible	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

