

The PENNiNE Trust

Job Description – Finance & HR Apprentice

Department: The Pennine Trust Executive Central Team

Reporting To: CFO

Salary: Apprentice pay rates – will vary depending on age

Core Purpose:

To contribute to the production of accurate and timely management accounts by processing financial transactions for schools within the trust. To contribute to the accurate and timely processing of payroll by processing relevant HR data for employees within the trust.

Accountabilities:

This is a support post that will change over time and may be tailored to provide the postholder with suitably broad experience to develop in the post. It is not therefore possible to set out a full range of duties. The following is an indicative list.

Supplier invoice processing

- To process supplier invoices on the finance system – matching to purchase order where appropriate, checking goods received and invoice fully approved, coding to the appropriate department and ledger code and uploading all supporting documents onto the finance system
- To review supplier statements to check for outstanding invoices and / or credit notes, request copies and process for payment as appropriate
- To monitor the finance inbox(s) for communications from suppliers regarding overdue or disputed invoices, dealing with and / or redirecting to colleagues as appropriate

Cash book processing

- To post all items on the bank statement onto the finance system in a timely manner
- To prepare the monthly bank reconciliation in line with the published deadlines
- To follow up any reconciling items and / or raise with colleagues in order to resolve promptly

HR / Payroll processing

- To process staff data on the payroll system
- To download payroll reports and save in designated shared folder
- To monitor data held within the HR and payroll systems, flagging any discrepancies with the Head of HR

Additional Duties

- To provide admin support to the central trust team as required.
- To actively model and promote the values and ethos of the Trust.
- To comply with all relevant Trust policies and procedures
- To actively participate in relevant Trust processes including performance management
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding