**Job Description**

**Post: Finance Apprentice**

**Salary: Current Apprentice Rate**

**Hours: Up to 37.5 hours per week. Some home working may be considered**

**Reports to: Senior Finance Officer**

**Accountable to: Interim Finance Consultant**

**Overall aims:**

* To aid the delivery of an effective and efficient finance operation, providing financial and administrative support to the finance service under the guidance of the Senior Finance Officer and Interim Finance Consultant.
* To support with ensuring accounting procedures and financial controls are properly applied, ensuring the accurate recording of all financial transactions on financial software and other documentation; and
* To assist in the coordination general procurement activities, ensuring value for money is attained.

**Key areas:**

Payroll and Pensions:

* To support the preparation, accuracy checking, inputting and processing of data for the payment of monthly salaries and pensions, along with monthly submissions to the HMRC.

Supplier Payments:

* To help ensure the accurate input, checking and processing of supplier payments, ensuring that invoices and other payments requests are bona-fide, properly authorised and complete.
* To assist with supplier payments to ensure that payment runs are well organised, accurate and paid to an agreed BACs schedule or via other payment methods.

Accounting Information and Reconciliation:

* To support the maintenance of the Sage Accounts database, ensuring the purchase ledger and sales ledgers are accurate and up to date and that supporting financial records and filing systems are maintained.
* To assist with bank reconciliations as required.

Audit & Internal Controls:

* To ensure financial procedures and controls are effectively applied.
* To ensure a transparent audit trail is in place in preparation for the end of year audit process.
* To support the team in preparation for, and during the annual audit

Income and Bankings:

* To support in ensuring that all incoming donations are checked, accurately processed and banked promptly.
* To securely store all monies and financial documents appropriately.
* To help prepare regular bankings and ensure accurate recording and the safe despatch of monies to a third party cash collection service.
* Support with engaging with external funders to ensure timely receipts of funds.

General:

* To communicate effectively both within and outside the team on financial related matters.
* In conjunction with the Senior Finance Officer and Finance Officer, represent the finance team at internal meetings.
* To maintain departmental, patient and whole Hospice confidentiality.
* To securely store personal data in line with the General Data Protection Act 2018.
* To participate in training as required.
* To undertake any other appropriate duties as requested

**Person Specification**

**Finance Apprentice**

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| --- | --- | --- |
| **Knowledge and Qualifications** | **Essential** | **Desirable** |
| GCSE qualifications (or equivalent) including Maths and English (Grade 4 or above)*\*Functional skills in maths and English will need to be completed during the apprenticeship if GCSE or equivalent is not currently achieved* |  |  |
| **Skills and abilities** |  |  |
| Excellent communication skills both verbal and written | **✓** |  |
| Excellent and accurate IT skills: Microsoft Office |  |  |
| Excellent and accurate numerical skills | **✓** |  |
| Ability to work calmly and methodically under pressure  | **✓** |  |
| Ability to multi-task and use initiative | **✓** |  |
| Aptitude and enthusiasm for embarking service developments and new initiatives | **✓** |  |
| Ability to manage time and maintain priorities | **✓** |  |
| **Personal qualities** |  |  |
| Commitment to the prime importance of confidentiality | **✓** |  |
| Strong sense of responsibility and accountability | **✓** |  |
| Ability to act on own initiative as well as a team member | **✓** |  |

This document is subject to review as part of the annual appraisal process and in case of any changed service provision following discussion with the post holder.