

# CANIDATE PACK

Finance Assistant Income Apprentice



Start date:  
ASAP

Location:  
The Walnuts  
Orpington  
London  
BR6 0TE

Part of

# Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





# Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



“

The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

”

*Maria Dawes - CEO, Schools Alliance for Excellence*

# Job Description

**Job Title: Finance Assistant Income Apprentice**

**Salary: Single Pay Spine Points 1 - 5 (Apprenticeship)**

**Hours: 4 days a week, 1 day study**

**Contract Type: Fixed Term**

**Reporting To: Finance Supervisor**

## About our vacancy

We are looking to appoint a Finance Assistant to join our central finance team, supporting the delivery of an efficient and compliant expenditure service across the organisation. This is a great opportunity for someone at an early stage in their finance career who wants to build practical experience while developing their skills through an apprenticeship pathway.

Working closely with the Purchase and Sales Ledger Team Leader and the Financial Controller, you will play a key role in ensuring that financial transactions are processed accurately and on time. You will be involved in maintaining the purchase ledger, processing invoices and payments, and supporting the wider finance function to meet monthly deadlines and reporting requirements.

This role offers the chance to gain valuable hands-on experience within a busy finance team while working towards a recognised qualification. You will be supported to develop your skills and build a solid foundation for a career in finance.

## About Us

London South East Colleges (LSEC) is one of London's largest and most successful further education providers, with seven campuses across Bexley, Bromley, Greenwich and Lambeth and around 1,000 staff. Each year, we support more than 13,000 students through a wide portfolio of vocational courses, apprenticeships and other programmes that are closely aligned to employer and industry need.

What brings people to work here, and keeps them here, is the sense of purpose. We exist to change lives through learning, and that ambition runs through everything we do. Our staff work with learners from all backgrounds, many of whom face significant barriers, and play a direct role in improving social mobility and life chances across south east London and beyond.



# Job Description

## Under the direction of the teacher:

The main objectives of the post are to assist the Purchase and Sales Ledger Team Leader and the Financial Controller through:

- Accurate processing of transactions, daily management of the Purchase Ledger and supplier account reconciliations
- Assist in the management of an efficient Expenditure and Creditors service that is fully compliant with current legislation and internal financial regulations
- To ensure that specified monthly deadlines are achieved and to ensure the accuracy of transactions processed within his/her area of remit
- Provide an efficient customer service to internal and external customers
- Contribute towards enhancing the credit control and Income transactional accounting function in order to meet the future business needs of the College and to add value. To provide a seamless customer service to the College and to the Multi Academy Trust.
- Contribute towards identifying opportunities for process improvements and support the Sales Ledger Team Leader / Head of Finance Shared Services Processing / Head of Management Accounts in identifying solutions and implement changes required.
- Contribute to the development, implementation and maintenance of an effective control system.



- Assist in keeping all control account/account reconciliations up-to-date and assisting with the information required for preparation of financial statements. To ensure and meet deadlines set for the monthly management accounts
- Contribute towards maintenance of a culture of continuous improvement within the department
- To ensure that all transactions relating to the Sales ledger are properly coded and recorded in accordance with College and Trust policies. To ensure Invoices are raised in accordance with the terms and conditions of service level agreements.
- To ensure that all amounts due to the College/Trust and subsidiaries are properly recorded in the sales ledger, that outstanding debts are pursued in accordance with College/Trust policy. To record due dates of debts and carry out debt chase on due dates appropriately.
- To ensure that all overdue debts are chased in accordance with the College's/Trust's debt chase procedure and escalate uncollected debts to Legal/debt chase agencies for collection as may be appropriate and dependent on the value of uncollected debt.
- To ensure write off of uncollectable debts which have gone through the debt chase/legal chase procedure after receipt of written authorisation as specified in the debt chase procedure /financial regulations. To produce appropriate management statistics.
- To ensure all HE and 24+/19+ (advanced learning loans) are correctly accounted for in the portal and the income is validated with all the relevant evidence on all the college systems.
- To work with MIS/Academic areas to ensure that the HE direct and franchised income and all tuition fee income including commercial and other income is accounted for accurately (forecast/actuals).
- To support the Sales Ledger Team Leader to maintain and update procedures for all areas within the income, debtors and bank reconciliation areas.
- To ensure that all payments received by the College/Trust are promptly and properly recorded and banked. In liaison with cash office ensuring that all College/Trust income is promptly accounted for and banked.
- To ensure that all documents including Sales requisitions /Sales Invoices are properly authorised as may be specified in the financial regulations / or authorised procedures.
- To maintain UNITE Sales ledger, process invoices, credit notes, receipts, reconcile debtors' accounts, carry out month end processing of UNITE transactions and ensure that reports required for Incomes, collections and debt ageing are produced within the timeframes set for management accounts. Provide management information (statistical analysis) of sales ledger activities on a monthly, quarterly or ad hoc basis.
- To operate an efficient credit control system, using the UNITE debt letter system for recovery of debts to support this work. To ensure that documented credit control procedures are strictly adhered to. To proactively identify defaulters and take appropriate action in agreement with the Sales Ledger Team Leader / Head of Finance Shared Services processing.

- To carry out regular Bank reconciliations / control accounts/ledger account reconciliation and to adhere to strict deadlines agreed for this process. To reconcile customer statements and ensure that reconciling items are identified and rectification entries are passed. To liaise with budget holders and customers when required, in order to deal with and resolve queries.
- To assist with month end reporting of Sales ledger transactions/ accruals at month ends /year ends as may be specified. To assist with the preparation of the year end accounts, audit schedules and audit files. Under supervision, to post batches and journals into the accounting system.
- To provide an efficient and friendly customer service to answer queries from staff, and customers. To ensure emails in Student fees inbox and finance inbox are attended to promptly in a professional manner and only pending requests yet to be attended to remain in the inbox folder. Completed requests are to be transferred to an appropriate folder.
- To support the Sales Ledger Team Leader/Head of Finance Shared Services Processing in actioning/implementing action points identified in the external audit or internal audit.
- To support the Sales Ledger Team Leader/Head of Finance Shared Services Processing in monitoring and operating an effective cash collection service at various Colleges/Trusts Campuses /Centres.
- To provide assistance with enrolment, counter and cash collection duties as may be required.
- To carry out all duties in a manner that engenders an attitude of professional co-operation. To undergo training and development as directed by the Head of Finance Shared Services Processing, some of which may be off site. Model behaviours that at all times, are consistent with an open, inclusive and participative style.
- Adhere to management of health and safety systems and policies within the College/Trust.
- To ensure that written procedures in relation to the duties of this post properly reflect the activities concerned and to refer up any amendments that may be required.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
- To demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College/Trust.
- To abide by the College's/Trust data protection policy.
- Develop and maintain a culture of continuous improvement in the department.

## **General**

The scope of this profile reflects the needs of the College/Trust at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the College/Trust change over time



  
LONDON  
SOUTH EAST  
ACADEMIES  
TRUST

# Our Values

## **SUCCESS**

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

## **TEAMWORK**

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

## **ACHIEVEMENT**

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

## **RESPECT**

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

## **SERVICE**

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

# Person Specification

Qualifications	Desirable	Essential
NVQ 2 Level or equivalent in Finance, Business Administration or similar subjects.		✓
Willingness to undertake on-going training and continuous professional development, Good standard of general education to include Maths	✓	
Minimum of Level 2 literacy and numeracy and willing to complete.	✓	

Knowledge and Experience	Desirable	Essential
Recent experience of working in Accounts Payable/Expenditure/transactional processing environment.	✓	
Good knowledge and experience of IT systems, including MS word and Excel and packaged finance systems.	✓	
Experience of working with accounting packages including SUN systems, Vision reports etc.	✓	
Knowledge of UNITE – debtors management software, computerised purchasing to pay solutions would be advantageous.	✓	
Experience of reconciling Control accounts and Bank reconciliations.		✓
Experience of working in a finance department in the FE/HE sector	✓	

Skills and Competencies	Desirable	Essential
Excellent interpersonal skills to be effective in contacts with customers – internal and external and budget holders (with whom a highly flexible range of approaches is required)		✓
To be methodical, have an attention to detail and be well organised, to prioritise own workload. Should demonstrate good time management skills		✓
Ability to work on own initiative		✓
Must demonstrate an understanding and commitment to the College's Equal Opportunities Policy		✓
Must be prepared to work in accordance with the College's Health & Safety Policy		✓
Must be prepared to work in accordance with the College's Health & Safety Policy		✓
The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment		✓

# General Requirements

Take on any additional responsibilities which might, from time to time, be determined.

**Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

**Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

**Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

**STARS Values:** Consistently model and promote the our STARS values, contributing positively to our culture and reputation. **Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description

# What we offer

- **Friendly, enthusiastic, delightful pupils and students who teach us something new every day**
- **A committed and caring staff team who support and develop each other**
- **A proactive and supportive SLT who are actively mindful of workload**
- **A collaborative approach to planning and problem-solving**
- **A comprehensive induction and an ongoing extensive CPD programme**
- **Opportunities to develop your skills and talents**
- **Small class sizes with high staff/pupil ratio**
- **Free parking on site**
- **Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes**
- **Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.**
- **Professional Development - Access to high-quality training, leadership development, and career progression opportunities**
- **Employee Assistance Programme - Providing free, confidential support.**
- **Travel Support - annual season ticket loan and cycle-to-work scheme.**
- **Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.**
- **Free Onsite Parking - available at our schools.**
- **Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.**

# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).



Part of