

## Job Description

1. **Job Title:** Finance Apprentice
2. **Responsible to:** Accounts Manager
3. **Overview:** Studying for the AAT qualification, level 3, the charity will support with relevant training costs and one day per week study release.

They will support the finance department with essential tasks, such as ordering supplies, coding invoices, processing purchase ledger transactions, coding and processing receipts, assisting with bank reconciliations and the reconciliation of balance sheet accounts.

### 4. Duties and Responsibilities:

- Ordering supplies from the Charity's preferred suppliers and organising delivery
- Coding invoices for processing on the accounts system
- Processing the purchase ledger for the trading company
- Coding and processing receipts from Stripe
- Assisting with bank reconciliations
- Assisting with the reconciliation of balance sheet accounts
- Issuing rail warrants and creating charge sheets each term
- Perform other such duties within the scope of this position, as may be determined by the line manager from time to time.

### 5. Safeguarding duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

## 6. Skills Required:

- Level 2 AAT Foundation Certificate in Accounting
- Level 1 Functional Skills in English and Maths (equivalent to GCSE grade D-E or level 3- 2) unless exempt
- Methodical and organised
- Demonstrate an outstanding attention to detail
- Basic understanding of double entry book-keeping
- Good all round IT skills and experience in working with accounting software
- Ability to communicate with colleagues at all levels
- Willingness to learn new skills
- Studying towards the AAT qualification Level 3

## 7. Terms and Conditions:

**Salary:** £19,500

**Hours of Work:** This role is full time, all year round with one study day a week allocated to working towards the Level 3 AAT qualification in accounting.

**Holiday:** 5 weeks plus bank holidays. Christmas shut-down week included.

**Pension Scheme:** Employer contribution of 5% to Stakeholder Pension Scheme.

**Life Assurance:** 3 times annual gross salary.

### Additional Benefits:

- Free lunch in College Dining Room.
- Annual pay review in September.
- Access to College sports facilities.
- Free tickets to College productions.
- Discounts at local businesses
- Employee Assistance Programme.

## 8. Application Process:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

The closing date for applications: **Friday 23 May 2025**

For further information please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288.

## 9. Safeguarding and Equal Opportunity Statements

*Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*

*Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.*