

BALCARRAS SCHOOL JOB DESCRIPTION

JOB TITLE:	Assistant Accounts Apprentice – Level 2 / 3 (Depending on experience / qualifications)
SALARY:	£153.55 per week (paid over 52 weeks per year)
HOURS:	37 hours per week – Term Time ONLY
TRAINING:	Workplace training plus attendance at college one day a week
RESPONSIBLE TO:	Chief Finance Manager

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GENERAL INFORMATION

We are looking to recruit an outgoing and motivated individual who is looking for an exciting and rewarding career in finance. You will be working towards your L2 or L3 Accounting Apprenticeship by assisting in a range of duties relevant to your studies, you will also be set aside time to complete your learning including your either one day a week at college / or Virtual learning.

MAIN DUTIES AND RESPONSIBILITIES:

- Managing emails and telephone queries
- Payroll
- Bookkeeping
- Invoicing
- Supporting the team in a range of tasks

MAIN ATTRIBUTES SOUGHT:

- Willingness to work flexible hours
- Friendly, patient attitude
- Excellent people skills
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ENTRY REQUIRMENTS

- 5 GCSE's including Maths and English. Evidence of good IT skills are required

PRINCIPAL CONTACTS:

All levels of teaching and support staff, pupils, parents, Governors, contractors, and external bodies.

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This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Closing Date for applications: Monday, 4th July 2022