



# Applicant Information Pack

## Apprentice Finance Assistant

Salary: From £4.81 per hour (£9,259 per annum)

Closing Date: 29<sup>th</sup> August 2022





Direct Line: (01782) 854210  
E-mail: [HR@stokesfc.ac.uk](mailto:HR@stokesfc.ac.uk)

Wednesday 20<sup>th</sup> July 2022

Dear Applicant

**Apprentice Finance Assistant**

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to [HR@stokesfc.ac.uk](mailto:HR@stokesfc.ac.uk). All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting information is the only information that we will have in deciding whether or not you will be shortlisted for an interview. Please do not attach a curriculum vitae or additional sheets as these will not be considered.

As part of the College's efficiency measures we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact me in the HR Department on (01782) 854210. A College Prospectus is available upon request.

Thank you again for your interest in the post and I look forward to receiving your completed application by 29<sup>th</sup> August.

Yours faithfully,

Mark Kent, College Principal

## About The City of Stoke on Trent Sixth Form College

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD college. As the first purpose built Sixth Form College in the country, for over 50 years we have been delivering post-16 education to students. We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships. With a wealth of experience, we are experts in the field of providing high quality education for all. The College's mission is 'A caring community, delivering excellence and inspiring futures.'



With over 60 courses available, this education goes well beyond success in qualifications, encompassing a wide range of clubs, societies, trips, work experience and extra-curricular experiences to inspire and develop the wider skills of every student. In a team of over 185 staff we are devoted to preparing over 1800 students to achieve more, making a meaningful impact on the world.

We are committed to constantly improving the quality of teaching, learning and assessment and inspiring our students to achieve more. In October 2017, Ofsted Inspectors graded the College 'Good' with several excellent features and praised staff and students for creating a supportive learning community.

Stoke-on-Trent is a unique city affectionately known as The Potteries with lots to see visit and explore. The College is located at the heart of Stoke on Trent, adjacent to Stoke Railway Station providing excellent travel links, we are in easy commuter distance, within up to an hours travel time from Birmingham, Nottingham, Manchester to name a few.

In September 2017, the college became the founding member of [The Potteries Educational Trust](#). Since then we have continued to grow working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our students, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression. These include:

- *A NEW Digital Centre (opened in 2021) which includes the higher education hub and state-of-the-art computing labs.*
- *A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023.*
- *Shared usage of a specialist science Centre with university standard laboratories.*
- *High quality dance studio and performing spaces.*
- *Digital creative suites and art workshops.*
- *Sport and Leisure Facilities at Fenton Manor Sports Complex and Staffordshire University*
- *Refectory and coffee shop*



## *Our Employee Benefits*

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.





A CARING COMMUNITY, DELIVERING  
EXCELLENCE AND INSPIRING FUTURES

The City of Stoke on Trent Sixth Form College is a thriving, lively and successful Sixth Form College, at the heart of the University Quarter in Stoke on Trent. The College is part of the Potteries Educational Trust working collaboratively with educational institutions from across Stoke on Trent and Staffordshire. The College is currently graded Good by Ofsted.

We have fantastic opportunities for innovative, ambitious and committed individuals to join our college at a time of exciting curriculum initiatives and developments. The successful applicants will join the college at a time of growth and opportunity. To deliver our expanding provision, the college has invested in:

- A state of the art digital facility that opened in November 2020
- A specialist facility to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023
- Specialist equipment that enables teachers to provide high quality learning and skill development experiences for our young people.

We are actively seeking people with passion, expertise and who are excited about supporting students on their career journey.

## **Apprentice Finance Assistant** **(Full Time, Fixed Term)**

Salary: From £4.81 per hour (£9,259 per annum)

Benefits include annual leave, pension scheme, free on-site parking

An exciting opportunity has arisen to work within our Finance team at the College. We are seeking to employ a hardworking and motivated Apprentice Finance Assistant to join our team to support and assist in maintaining a professional, efficient and effective Finance team.

In return we will provide extensive training (AAT qualification) and support to help you begin a career in Finance.

If we receive a high volume of applications we reserve the right to close any vacancies from further applications. Please ensure you apply without delay if you wish to be considered for this role.

**For further details and an application form please visit the College's website: [www.stokesfc.ac.uk](http://www.stokesfc.ac.uk), or email [HR@stokesfc.ac.uk](mailto:HR@stokesfc.ac.uk). Alternatively, telephone Human Resources on (01782) 854210.**

*The College is committed to Equal Opportunities. Applications are particularly welcome from members of the ethnic minorities who are currently under represented at the College.*

*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. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the College.*

# ***Job Description***

## **FINANCE APPRENTICE**

Full Time, Fixed Term

<b>SALARY:</b>	£4.81 per hour (£9,259 per annum)
<b>LOCATION:</b>	City of Stoke on Trent Sixth Form College
<b>REPORTS TO:</b>	Trust Finance Operations Manager

---

*This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.*

### **POST OBJECTIVE**

The College is renowned for its support of students; we are a people based organisation. It is essential that all members of staff can relate well to students. This post will require a well-balanced combination of customer service, financial and communication skills. In addition, the post holder will require initiative, enthusiasm and diplomacy in recognising the challenges involved in cultural change.

The post holder will also provide effective and professional support within the finance team and to contribute to all operational aspects of the finance office.

Work closely with the Finance Operations Manager and Finance Officer to ensure that financial policies and procedures are adhered to by all users and contribute to the maintenance and development of internal financial controls.

Excellent interpersonal skills and the ability to communicate effectively to meet the needs of students is essential.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- To participate in College processes as required.
- To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To work flexibly in the interests of the College as required.
- To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.

- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.
- To be a nominated first aider and undertake relevant training as necessary.

## POST SPECIFIC DUTIES AND RESPONSIBILITIES

- Develop and maintain cross college purchasing procedures, including the processing of orders and invoices/credit notes, to ensure value for money.
- Develop knowledge of all aspects of the finance function including nominal ledger, key control accounts, sales ledger, purchase ledger and cash book.
- Monitoring and reconciliation of catering invoices including free College meals, hospitality and other income and expenditure.
- Support all members of the finance team to deliver a professional financial service and control through the use of robust finance software and finance policies and procedures.
- Assist with external funding and projects to monitor income and expenditure in accordance with statutory requirements and signed contracts/agreements.
- To provide a range of customer facing services to students, parents, staff and other stakeholders.
- To support key stakeholders such as students, staff, Governing Body, College managers and budget holders, responding to enquires as necessary.
- Assist with key cross college events throughout the academic year.
- Undertake other reasonable duties commensurate with seniority and grade.
- To assist in the operation and annual roll out of the college ParentPay cashless payment system (including adding/amending new payment items, sending letters to students/parents, dealing with student/parent queries).

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
----------	-----------	-----------	--

### Qualifications

Willing to work towards Association of Accounting Technicians (AAT) or equivalent qualification		✓	Application
Qualified of a minimum of Level 2	✓		Application

### Professional development, skills, experience and knowledge

ICT skills, with a working knowledge of Microsoft packages including Word, Excel and Outlook	✓		Application / Interview / Observation
Knowledge of computerised accounting systems		✓	Application / Interview /
Excellent numeracy skills and the ability to analyse and interpret financial information	✓		Application / Task / Interview

### Personal skills and attitudes

Provide support and guidance to students and embody the College values to develop a strong working ethos with students and staff	✓		Application / Interview / Observation
Ability to work both on your own initiative and as part of a team	✓		Application / Interview / Observation
Commitment to on-going professional learning and development	✓		Application / Interview
Ability to communicate at all business levels	✓		Application / Interview
High level of accuracy and attention to detail	✓		Application / Task
A strong customer service focus	✓		Application / Task
Excellent organisational and prioritising skills and the ability to work under pressure	✓		Application / Interview / Observation



Ability to work flexibly in line with business needs and able to cope with change as necessary	✓		Application / Interview
Integrity and confidentiality	✓		Application / Interview

**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. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the College.**