**Job Description**

**Trust Finance / Administrative Assistant Apprentice**

**Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable.**

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| **Post title** | Trust Finance / Administrative Apprentice |
| **Hours of work** | 37 hours per week, 52 weeks per year |
| **Salary scale** | Apprentice |
| **Responsible to** | Trust Financial Controller and PA to the Executive Trust Leadership Team |

**Purpose**

* To provide confidential administrative and PA support to Directors
* To assist in the promotion and organisation of Anglian Learning events.
* To complete supplier administration tasks for Central Finance Team.
* To provide general administrative support to the Central Finance Team.

**Main Responsibilities**

**Administrative Assistant for Business Support**

1. Manage Directors diaries by assessing priority of appointments and arranging meetings.
2. Provide a business support service by dealing with all incoming and outgoing routine and confidential correspondence; prioritising action and ensuring an efficient and appropriate response.
3. Meet and greet visitors in a positive and capable manner.
4. Liaise with outside agencies, educational establishments and other organisations on behalf of the Trust central team.
5. Prepare agendas and meeting papers, taking notes of meetings and producing minutes when required.
6. Accurately produce and format a wide variety of correspondence, documents, briefing papers, reports and presentations.
7. Maintain records including data management, photocopying and filing.
8. Organise whole Trust central team events, booking diaries and co-ordinating attendees, refreshments, catering and facilities.
9. Assist with marketing activities as required.
10. Monitor stationery for the Trust central team and order supplies as necessary.
11. Maintain a visible and professional presence and create excellent working relations amongst staff across the Trust.
12. Any other duty as requested by the PA to the Executive Trust Leadership Team which is commensurate with the post.

**Finance Central Team**

1. Process requests from Trust Schools for new suppliers to be set up on our accounting system, including checking of bank details.
2. Amend existing supplier’s bank details, addresses, contact details and other information, ensuring fraud prevention checks have been completed.
3. Raise purchase orders on our online PO system.
4. Download and distribute Barclaycard statements to Trust schools.
5. Assist with preparation for internal and external audits by collating and filing documentation as required.
6. Assisting Trust Group Accountants and Trust Assistant Accountant with administrative tasks as required.
7. Any other duty as requested by the Financial Controller or Trust Group Accountants.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found on our website: www.anglianlearning.org

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act.