|  |
| --- |
|  |
|  | **Job Title:** | **Finance Apprentice** |  |
|  |
|  | **Reporting To:** | **Finance Manager** |  |
|  |
|  | **Job Summary:** |  |
|  | Reporting to the Finance Manager, the Finance Apprentice will be part of a small busy team processing financial transactions and reconciling ledgers. You will be able to prioritise your work so as to ensure transactions are processed in a timely manner and deadlines are met. You will work collaboratively with colleagues around the organisation to help meet the needs of the business, and to support understanding and implementation of finance procedure and practice. You will establish and maintain the integrity and confidentiality of financial records and the computer systems you use. |  |
|  |  |  |
|  | **Main Duties of the Post:** |  |
|  | **The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of MAAC which may be amended from time to time.** **Payments and Expenditure*** Assist with the processing and input of purchase order requests and invoices received in a timely manner and ensure that all expenditure is authorized within the Charity’s Limits of Authority.
* Assist with maintaining the integrity of the supplier records and ensure that any changes are recorded and approved.
* Assist with the reconciliation of statements received and assist with the follow up on outstanding credit notes or queries.
* Assist with the maintenance of records of suppliers that are paid by direct debit or standing order and ensure that duplicate payments are not made.
* Assist with the processing of twice monthly payment runs to ensure all invoices are paid in accordance with agreed payment terms and that appropriate authorization has been obtained.
* Assist with the management of credit card statements and transactions.
* Assist with processing and making payments to volunteers, supporters and trustees as required.

**Banking and Cash*** Assist with the upkeep of petty cash records and ensure approved levels of cash are maintained and reconciled.
* Assist with the entry on to the finance system bank transactions arising from cash collections, shop banking and through our donor database.
* Assist with the reconciliation of bank statements in accordance with timescales set by the Finance Manager.
* Assist with the reconciliation of the intercompany account on no less than a monthly basis.
* Assist when required with cash office functions.

**Sales Ledger*** Assist in the raising of sales ledger invoices in a timely manner.
* Assist in the management and the integrity of the debtor records and ensure that any changes needed are updated and approved.

**VAT and Gift Aid*** Assist with the maintenance of the integrity of VAT records to enable accurate completion of quarterly VAT returns.
* Assist the Finance Manager with Gift Aid claims when required.

 **Stock*** Assist with the maintenance of the financial records of stock bought and sold.
* Assist with the monthly input of values for cost of stock sold and its appropriateness to the levels of income recorded for the month.
* Assist with scheduled stock takes across the trading company sites and reconciliation to centralized stock records held.

**General Responsibilities*** Support the Finance Director, Finance Manager and Finance Team in the delivery of transaction processing and financial reporting.
* To be time management focused to ensure the monthly reporting meets all necessary deadlines, that purchase payments are made on time and sales invoices are raised promptly etc.
* To demonstrate a ‘can do’ attitude to you work and operate as part of a team both within the department and across the wider organisation.

**Other Duties** * To attend as requested meetings and development training courses and to undertake any other duties that may arise and fall logically within your remit.

**The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties.** |  |

**ADDITIONAL INFORMATION**

This job description should be regarded as a guideline of the duties required and is not definitive. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder.The post holder will be required to adopt and undertake different or new duties as may be required in line with professional and service development.

**CHARITY POLICIES & PROCEDURES**

All employees must adhere to and perpetuate all Charity policies and procedures including those relating to Fraud management, Whistleblowing, Information governance, Code of Conduct, Health and Safety, Confidentiality, No Smoking at Work and Equal Opportunities in Employment; including responsibilities under the Disability Discrimination Act. Failure to do so may result in disciplinary action.

**HEALTH & SAFETY AT WORK ACT**

The post holder is required to take responsible care for the health and safety of him/her and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with the charity to ensure that statutory and charity safety regulations are adhered to.

**MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS**

Reducing risk is everyone's responsibility.  All staff in the charity must attend training identified by the Chief Executive. The charity uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve the service provided.  All employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity” and specifically with reference to hand hygiene and aseptic techniques.

**CONFIDENTIALITY**

All employees must observe and comply with the requirements of the Data Protection Act 2018, and associated legislation, and with the Common Law Duty of Confidentiality. The unauthorised use or disclosure of donor, staff or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018, or associated legislation.

**FREEDOM OF INFORMATION**

The post holder must be aware that any information held by the Charity in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Charity's policies.'

**CONTINUING PROFESSIONAL DEVELOPMENT**

There is a requirement to participate in the Charity’s Appraisal and Review process. Personnel are required to attend training as required by the Charity to help them perform their role safely and competently and to ensure the safety of others. This includes induction and refresher training at charity set intervals, as defined in the Workforce management policy.

**REGISTRATION**

If applicable, you are required to be fully registered with the appropriate association for your post and for you as post-holder. Failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation**. NB:** It is your duty to ensure that your registration is kept up to date.

**DISCLOSURE AND BARRING SERVICE (DBS)**

Post holders whose work involve, or may involve, direct contact with vulnerable adults and/or children, and/or with access to managing accounts, are subject to DBS checks every three years. Where you work directly with vulnerable adults or children, under the conditions of the Rehabilitation of Offenders Act 1974, as amended, you are not entitled to withhold information about convictions which otherwise might be considered ‘spent’. There is an ongoing obligation to declare any civil or safeguarding issues, investigations, convictions and cautions against you, during the course of your employment

**SAFEGUARDING**

The Charity has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004).

**TRAVEL TO OTHER SITES**

You may be required to travel to any of the airbase locations or locations where fundraising events take place. Please complete the travel expenses form. Expenses will not be paid where travel expense forms are not fully completed.

**SMOKING STATEMENT**

The Charity is a NO SMOKING environment. Smoking in all areas of the building and premises is prohibited. Smoking may only take place in non-public areas.

**DIVERSITY AND EQUAL OPPORTUNITIES**

The Charity welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.