



NOTRE DAME HIGH SCHOOL
11-18 Mixed Catholic Comprehensive School
FULWOOD ROAD, SHEFFIELD, S10 3BT
Tel: 0114 2302536

We are looking to appoint to the following post:

Apprentice Finance Assistant
(Fixed Term for 13 months from Start Date)
37 Hours per Week / Term Time + 2 weeks (0.904 FTE)

Rates for Level 2 and 3 Apprentices	Apprentice Hourly Rate	Apprentice Annual Salary 2023	Actual Salary
All ages in first year of apprenticeship	£7.55	£14,566.92 PRO RATA	£13,172
Year Two onwards			
23 And over	£10.90	£21,029.27 PRO RATA	£19,015
21 to 22		£21,029.27 PRO RATA	£19,015
18 to 20	£10.71	£20,664.06 PRO RATA	£18,680
Under 18 (16- and 17-year-olds)	£7.55	£14,566.92 PRO RATA	£13,172

We are looking to appoint an apprentice to join our busy finance office, working 37 hours per week, to include time to complete the apprenticeship study program / AAT Level 2 qualification with the school's chosen training provider.

We are looking for someone who has an interest in a career in finance and accountancy.

This role provides a fantastic opportunity to grow in a role administering the day-to-day transactional aspects of the school's finances as well as in supporting the Finance Manager and wider St. Clare Multi Academy Trust finance team with day-to-day finance administration.

Main Duties include to:

- Monitor and manage the central finance mailboxes
- Process purchase invoices
- Reconcile supplier statements and deal with any queries
- Process Sales Ledger Invoices
- Monitor Creditor and Debtor reports including Customer Debt chasing
- Process banking cash/cheque receipts.
- Support the Finance Manager with wider finance administration duties

- Support the central Catholic Multi Academy Trust Finance Team with finance related information / data collection requests as appropriate. Ensuring information is submitted in a timely manner.

We are looking for the postholder to have 5 GCSE's including Maths and English (Grade A*-C/9-4 grades) or equivalent and to have strong data entry skills with a high level of accuracy and attention to detail. Strong IT skills including proficiency in Microsoft Excel is also a requirement of the role.

For further details and an application pack please visit www.notredame-high.co.uk/uncategorized/current-vacancies or telephone the school. Please return your application form and Consent to Obtain References form to recruitment@notredame-high.co.uk

Closing date: 9am on Monday 4th March 2024

Interview date to be confirmed.

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.