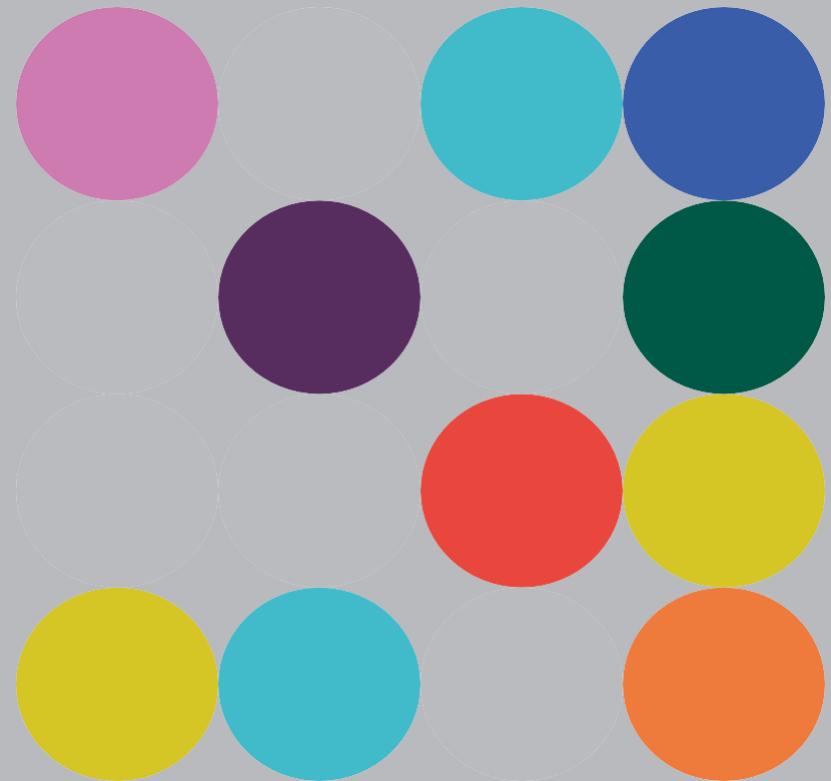


FINANCIAL APPRENTICE RECRUITMENT PACK

June 2025



Job description



Post title

Financial Apprentice



Salary

Age related apprentice rate



Hours of work

37 hours per week (52 weeks)



Post status

18 months fixed term in the first instance and dependent upon exam completion

We offer

- Enthusiastic and supportive team.
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Year-round free access to our fitness suites.
- Benefits including funded counselling, physiotherapy and GP and other medical support.

Purpose

We are seeking an enthusiastic and motivated Finance Apprentice to join our Trust's central finance team. This is a fantastic, unique opportunity for someone starting their career in finance to gain practical experience while working towards a recognised AAT qualification. You'll support the team in a range of administrative and financial tasks and learn how finance drives our school's operations.

You will work with supportive and likeminded colleagues also working towards various accounting qualifications. This role includes fully funded apprenticeship training, starting at AAT level 2 with the opportunity to progress and complete up to AAT level 4. Upon commencement of your apprenticeship training, one day a week will be dedicated to off-the-job study time to support your learning and development.

Role Location

Shrewsbury, SY1 3QR

Why this role above others?

The finance team forms part of the Trust's Shared Services team providing professional services supporting the delivery of 'Achievement through Caring' to our family of schools and to one another.

Our staff wellbeing survey tells us staff love working here because of the relationships between staff, departments and our family of schools.

The team consists of colleagues who have all taken different routes with their studies and career paths and will be able to guide you and assist through your training and development journey. The Trust is continuing to grow which has and will continue to offer ongoing career development opportunities for its staff.

Any questions regarding the role can be raised with Charlotte Allsopp ahead of the closing date:

charlotte.allsopp@mmat.co.uk

Responsible to:

Head of Finance and finance team

Outline of role and main duties:

To support the Trust's central finance team with the day-to-day administrative operations and financial processes.

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Administrative tasks:

- Support the finance team with admin tasks and ad-hoc projects as directed
- Support in the control and management of the central finance department email inbox, distributing incoming mail amongst the team as appropriate.
- Deal with and respond to queries from various stakeholders including suppliers and customers.
- Be active in ensuring an efficient and smooth-running finance function as well as willingness to be involved in the implementation of new processes.

Financial operations:

- Responsible for the processing of purchase orders and invoices for an allocated number of schools ensuring they are recorded accurately on the Trust's accounting system.
- Raising of sales invoices for services following a request from budget holders.
- Support in the monthly reconciliation of the central finance team credit card.
- Assist with the setup of new suppliers to the finance system.
- Support with any month end closedown tasks as directed by the Head of Finance.
- Review monthly supplier statements and advise suppliers and/or team members of required actions.
- Support with external audit and sample selection as required.





Developing self and others:

- Commence and complete the AAT level 2 in the first instance (funded as part of the apprenticeship).
- Engage fully in performance management and annual objective setting of self.
- Ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.

Person specification

	 Essential	 Desirable
 Qualifications and training	<ul style="list-style-type: none"> • 5 GCSE's or equivalent including Maths and English • Educated to A-level or equivalent 	
 Experience	<ul style="list-style-type: none"> • Interest in developing a career in finance • Good IT skills and knowledge of the use of Microsoft office packages 	<ul style="list-style-type: none"> • Experience of working in an office environment




In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviour, and attitudes to use of authority and maintaining discipline

Person specification

	 Essential	 Desirable
 Skills	<ul style="list-style-type: none"> • Excellent communication skills both verbal and written • Good numeracy, and literacy skills • Attention to detail and able to query anything that is not as expected • Comfortable with use of technology and digital processes • Confident in dealing with stakeholders at all levels – both internally and externally • Can demonstrate good organisational skills and the ability to forward plan • Ability to work on own initiative, independently and understanding of the importance of confidentiality • Full driving licence • Commitment to undertake further training to improve and enhance skills • Keen to learn and develop new skills within finance • Able to share knowledge with others in a way that supports understanding and reduces future queries • Approachable and willing to take matters forward to a satisfactory conclusion • Organised and takes pride in structured processes that enable others to use them • Good communicator able to work well on own and part of a team • Shows commitment to work and a strong work ethic • Able to show empathy and understanding • Role model the Trust's values 	<ul style="list-style-type: none"> • Appreciation and knowledge of schools / education environment

Welcome from the CEO



This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal
- Selattyn CE Primary School in Oswestry

Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Who we are



Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Check out our video:

[You can click here to view.](#)

Interested? Here's how to apply:

[Complete the online form here.](#)

The closing date for applications is:

15th July 2025

Interviews will be held:

22nd July 2025

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in
staff wellbeing
and work life
balance evidenced
in policy and
practice

Our Trust Vision Statement and Values



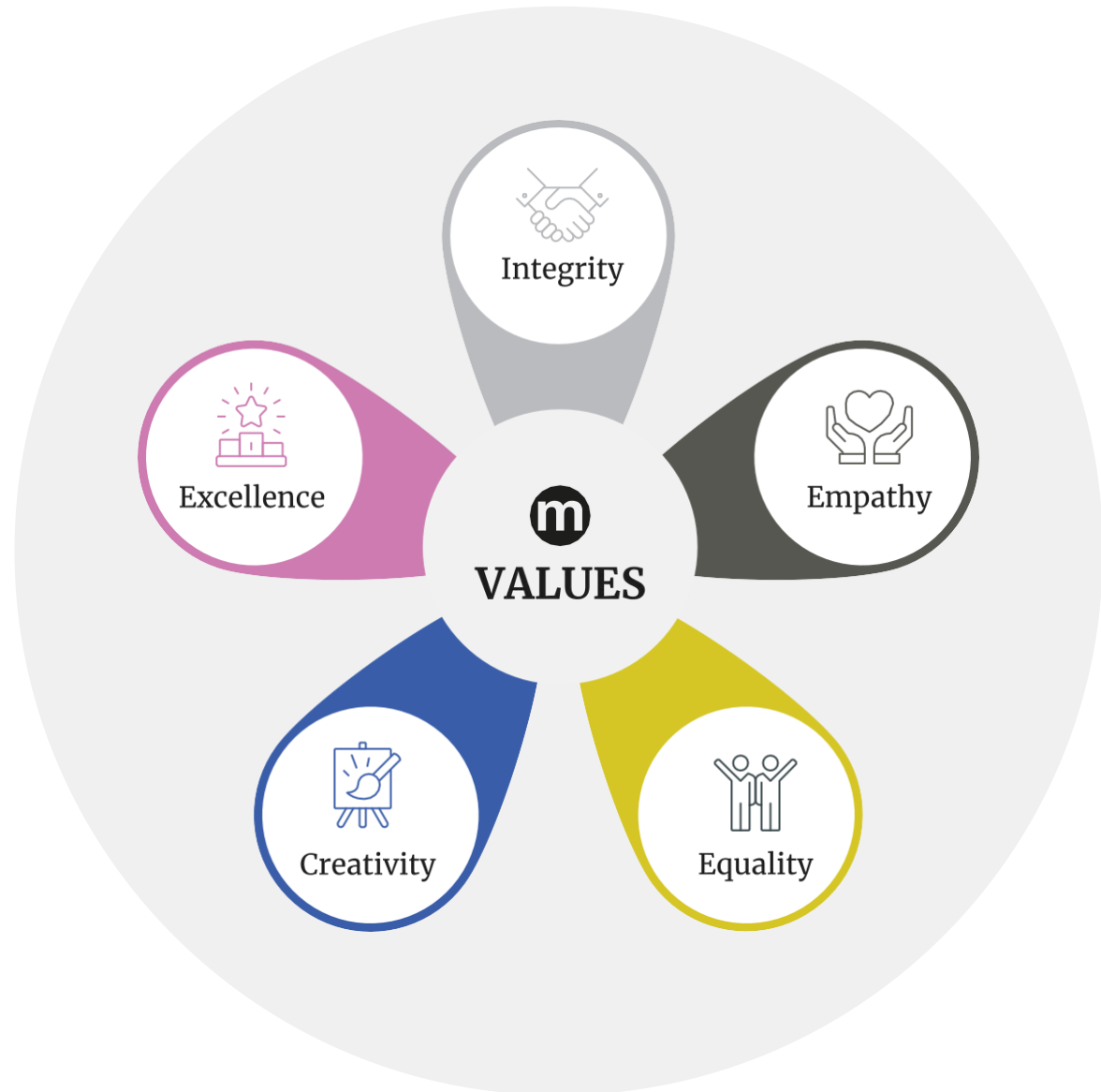
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Supportive
team

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!



We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavell Priestley-Thelwell, Executive Director of People and Development)

Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:


Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.


“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”





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