

Job Description – Apprentice Assistant Accountant

The Diocese of Norwich Education Services Company are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Deputy Financial Controller
Grade	NJC Spine Points 2 - 4
Hours	Full Time (includes 20% Apprenticeship Training and Development Time)
Location	Based at Orchard House, East Tuddenham. You may be required to travel to undertake work at academies and sites within the Trusts serviced by the Diocese of Norwich Education Services Company as needed.

Job Purpose

To provide support to both internal staff and external customers (Academies) in a variety of financially orientated areas, including working with our Financial Processing Team and our Management Accounts Team. Your role will ultimately enable the growth of our excellent financial support to our Multi-Academy Trust partners, and your own growth and development through the Assistant Accountant Apprenticeship (or similar) qualification.

Duties and responsibilities

Suppliers - Purchase invoices /credit notes

- Coding and posting of invoices/credit notes
- Responding and resolving supplier queries – phone or email
- Adding new suppliers into accounting software
- Reconciling supplier statements

Bank and Credit Card transactions

- Coding and posting transactions from bank statements / Credit Card statements

Management Accounting

- Assist in the production of monthly management accounts for Academies and Trust central teams
- Prepare and input journals into the accounting system
- Assist with balance sheet reconciliations

Culture and ethos

- Proactively promote and demonstrate DONESC vision and values in all aspects of work
- Challenge, motivate and empower others to aspire to and attain ambitious outcomes
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best accountancy practice
- Work collaboratively developing the concept of family across the Trust and its academies
- Ensure regular open and honest communication in all professional duties
- Recognise the importance of serving the wider community and promoting inclusivity

Professional Development

- Undertake study and assessments as required for the Apprenticeship qualification
- Be committed to personal professional development in areas beyond the Apprenticeship qualification

Line management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the DoNESC CEO of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Company’s relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder’s employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People</p> <p>The jobholder is required to follow all Company policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p>Health and Safety</p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Company’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p>Confidentiality and Data Protection</p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Company’s Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>

Equality and Diversity

The Company are committed to equality and value diversity. As such the Company are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Company to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Company has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Company Operates a Strictly No Smoking or Vaping Policy

This applies to all Company premises and those where the Company's services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Stephen Beeson, CEO

Date: 4th April 2024