

Job Title	Finance Apprentice
Job Family	Finance
Line Manager	Finance Manager / Head of Finance
Key Stakeholders/Internal Customers	Finance, HR, Payroll, SMT
Hours	40 Hours per week, All year round
Contract Type	Fixed term (Duration to be aligned with AAT qualification completion)
Holidays	25 days, plus Bank Holidays and Christmas Closedown
Location	Repton School
Salary	Apprenticeship Rate
Benefits	Employer Pension Scheme Free Sports Centre Membership

Role Overview

To support the Finance Team in delivering accurate and timely financial processes across the school, while undertaking professional training towards the AAT qualification. This is a hands-on role offering exposure to all aspects of school finance, ideal for someone starting a career in accountancy. As a part of this role you will receive full support for gaining an AAT qualification, including time off for study and exams, on-the-job training across all finance functions and mentoring from experienced team members.

Role Responsibilities

Core Finance Duties:

- Post and review cash receipts, ensuring accuracy and completeness.
- Process purchase invoices, match to orders, and prepare for payment runs.
- Assist with nominal ledger analysis and reconciliations.
- Support the billing process for school fees and other charges.
- Assist with credit control, including chasing outstanding payments and maintaining records.
- Provide general support across finance functions including:
 - Sales ledger
 - Purchase ledger
 - Management accounts preparation
 - Year-end audit preparation and support

Apprenticeship & Development:

- Attend training sessions and complete coursework for the AAT qualification.
- Apply learning to practical tasks within the finance team.
- Engage in regular progress reviews with line manager and training provider.



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Person Specification

Essential:

- Strong numeracy and attention to detail.
- Good communication skills, both written and verbal.
- Willingness to learn and take initiative.
- Ability to work as part of a small team.
- GCSEs (or equivalent) in Maths and English (Grade C/4 or above).
- Commitment to completing the AAT qualification.

Desirable:

- Prior experience in an office or finance environment (e.g., work experience or part-time job).
- Familiarity with Microsoft Excel and accounting software.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep. Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the school may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at [https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment- Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf](https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf)



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