

## YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Finance Apprentice	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Financial Performance and Analysis	<b>Support</b> Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The Finance Team are responsible for the financial management of The Trust. We maintain the accounting records, produce accounts and financial reports and ensure that The Trust remains financially viable.	

## WHERE YOU WILL FIT

Chief Financial Officer	Financial Controller	Head of Financial Performance and Accounting	Financial and Funding Accountant	<b>Finance Apprentice</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The role of Finance Apprentice supports the finance team to deliver a high-quality financial management service for The Trust, ensuring that we can continue to support Young People.

## WHAT WILL YOU DO?

-  Gain an understanding of all day-to-day accounting processes including sales ledger, purchase ledger and cashbook.
-  Support the finance team with routine accounting tasks and reconciliations.
-  Prepare and post journals into the finance system.
-  Support the collation of information for the external audit.
-  Provide support for the preparation of monthly and year end accounts.
-  Provide support to the preparation of the budgets and forecasts.

## WHAT WILL YOU LEARN IN THIS ROLE?

This is a learning role, and we don't expect you to know everything from day one. You'll get lots of support and a one-day a week funded training programme along the way. Here are some of the things you'll learn while you're with us:

-  Level 2 AAT Foundation in Accounting training.
-  Use tools like email, Teams, Finance systems and Microsoft Office to complete everyday tasks.
-  Work with others as part of a friendly and supportive team.
-  Learn how different teams work together in a national charity to make a real impact.
-  Stay organised and manage your time when you have different tasks to do.
-  Communicate clearly and professionally with people at all levels of an organisation.
-  Build your confidence in a workplace environment, learning to ask questions, share ideas and try new things.
-  Develop problem-solving skills and feel comfortable handling real-world situations.
-  Reflect on your progress and take pride in how far you've come.

## THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

### WE REALLY NEED YOU TO HAVE THESE

Skills, Knowledge and Experience	Why do we need this?
A friendly, positive approach and a willingness to learn	You'll be joining a busy team and supporting others. Being open to learning will help you make the most of this opportunity
Confidence to ask questions and seek help when unsure	You'll be learning lots of new things. Asking questions is a strength, not a weakness
Good communication skills (written and verbal)	You'll be talking to colleagues and responding to emails, so being clear and polite is important.
Attention to detail	You'll be working with important financial data, so being accurate helps avoid mistakes.
Organised and able to manage your time	You'll sometimes have more than one task at once, so staying organised will make things easier.
Basic IT skills (Microsoft Office, including email, Word, Excel, Teams, and SharePoint) or willingness to learn	You'll use a computer every day. We'll teach you the systems, but being comfortable using tech will help.
Passionate about the work of The King's Trust	To demonstrate a commitment to the work that we do at The Trust
Desire to study a recognised accounting qualification	We will support your training and development towards achieving a Level 2 AAT Foundation Certificate in Accounting.
Respect for privacy and confidentiality	You'll be working with personal information, so it's important to handle it with care and professionalism and follow data protection rules like GDPR.
Level 2 (GCSE or equivalent) in English and Maths	This is required to be eligible for the apprenticeship programme.

# WHAT DO WE EXPECT FROM YOU?

## OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at the support level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for their work</p> <p>You keep young people and our end goal in mind</p> <p>You're calm, confident and resilient under pressure</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You'll role model integrity and act according to our Values</p>	<p>You inspire others by embracing change and demonstrate flexibility in adapting to it</p> <p>You demonstrate creativity in order to improve how things are done in your own area of work</p> <p>You seek to learn and enhance your own development</p> <p>You give and receive feedback, building awareness of own strengths and development areas</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication accordingly</p> <p>You communicate messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You support and protect The Trust's reputation when communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others</p> <p>You share knowledge and information</p> <p>You build relationships with team members across The Trust and externally, where appropriate</p> <p>You seek to increase awareness of how The Trust works across functions</p>	<p>You plan and organise own time and resources to meet deadlines</p> <p>You adjust priorities as circumstances change</p> <p>You make effective, data-driven judgements and escalates decisions when needed</p> <p>You take the initiative to create and implement solutions</p>

## THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.