



## Finance Summer Intern

**Based at:** Totnes St Johns C of E Primary School

**Salary Banding:** NJC Devon Grade C

**Reporting to:** Transactional Senior Finance Officer

**Working closely with:** Finance, Business and Education Teams

### Purpose

To support the central finance team in delivering an efficient and professional finance administration service to schools and stakeholders across the Trust.

The role will provide the successful candidate with practical experience within a busy and supportive finance environment, including exposure to finance systems, transactional processing and operational finance activities within a growing multi-academy trust.

The post holder will work collaboratively with colleagues across the Trust whilst developing professional, organisational and communication skills.

This role is designed as a developmental opportunity for an undergraduate, recent graduate, or individual interested in finance, business management or public sector operations. Full training and support will be provided. This role would provide valuable experience for individuals considering careers in finance, accountancy, operations, business management or public sector administration.

### Main Duties

- Assisting with the processing of purchase invoices and purchase orders
- Supporting the management of the finance administration inbox
- Assisting with supplier statement reconciliations
- Supporting cashbook processing and finance data entry
- Liaising with schools and suppliers to resolve routine finance queries
- Assisting with maintaining accurate finance records and supplier information
- Supporting the finance team with administrative and clerical tasks
- Assisting with filing, scanning, collation of information and document management
- Supporting finance system and process improvements where appropriate
- Undertaking ad hoc tasks to support the wider finance team

### Expectations

- As appropriate the post holder's duties must be carried out in compliance with the following:
  - Trust Policies
  - Trust Equality Scheme
  - Information Security Policies

- Financial Regulations
- Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To maintain confidentiality of the Trust's affairs.
- To work flexibly within the needs of the role and wider finance team
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions.
- To work at all times within the Code of Conduct, GDPR and the Trust Safeguarding Policy.
- To maintain the company values and ethos at all times.
- To be an ambassador of the Trust when dealing with external stakeholders.
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

## Person Specification

The Finance Summer Intern will support the delivery of an efficient and professional finance administration service across the Trust. We are looking for an enthusiastic and organised individual who is keen to learn and develop within a busy finance environment.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good general standard of education including English and Maths</li> <li>• Good IT literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Studying towards or interested in finance, accountancy, business or related subjects</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Good IT skills including Microsoft Excel, Word and Outlook</li> <li>• Good organisational skills and attention to detail</li> <li>• Ability to communicate professionally with colleagues and stakeholders</li> <li>• Ability to manage workload and work accurately</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in an office, customer service or administrative environment</li> <li>• An interest in finance, business or operational services</li> <li>• Experience using finance or database systems</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Good attention to detail</li> <li>• Willingness to learn new systems and processes</li> <li>• Good organisational skills</li> <li>• Ability to work as part of a team</li> <li>• Professional and courteous communication skills</li> <li>• Ability to work accurately and maintain confidentiality</li> <li>• Positive and proactive approach to work</li> </ul>	
Personal Competencies	<ul style="list-style-type: none"> <li>• Enthusiastic and willing to learn</li> <li>• Reliable and professional in approach</li> <li>• Positive and collaborative team member</li> <li>• Able to use initiative appropriately</li> <li>• Committed to accuracy and high standards</li> <li>• Demonstrates integrity and professionalism</li> <li>• Supportive of the Trust's values and ethos</li> </ul>	