



JOB DESCRIPTION

JOB TITLE	GMAT Apprentice Finance Assistant
SALARY GRADE	Apprentice £8 per hour £15,642 per annum (Pro rata actual salary £14,070)
RESPONSIBLE TO	GMAT Finance Manager
HOURS OF WORK	<ul style="list-style-type: none">37.5 Hours per week Term time only plus 2 weeks (46.9 weeks per year)Fixed term for 18 months from start date

Role Purpose

As a Finance Apprentice, you will support the Trust's finance function while working towards a Level 2 Accounts/Finance Apprenticeship qualification with Kaplan. You will gain hands-on experience in a busy finance department while developing essential skills in bookkeeping, financial processing, and administrative support.

Main Duties and Responsibilities

- Assist with processing invoices, purchase orders, and payments
- Support with the maintenance of financial records and spreadsheets
- Help reconcile bank accounts and supplier statements
- File and organise financial documentation (both electronic and paper-based)
- Assist in the preparation of financial reports and data entry
- Respond to basic finance-related queries from schools and suppliers
- Support month-end and year-end finance processes
- Ensure confidentiality and accuracy in all financial tasks
- Undertake general administrative duties within the finance team

Main Duties and Responsibilities

- You will complete a Level 2 Accounts or Finance Apprenticeship with Kaplan
- Receive structured on-the-job training from experienced finance staff
- Dedicated time allocated for off-the-job training (minimum 20%)
- Regular progress reviews with your line manager and training provider
- Possible opportunity to progress to Level 3 qualification upon successful completion

This job description reflects the present requirements of the position. The job description will be reviewed annually as part of the appraisal process. As duties and



responsibilities change and develop, the job description will be subject to amendment in consultation with the employee.

Probation Period

Post holders who are new to the Trust will be subject to a probation period of 12 weeks. The probation period provides a structured framework to ensure employees are inducted into the Trust and understand the standards expected of them in terms of performance, attendance and behaviour.

Person Specification

This person specification will be used when shortlisting candidates for interview.

Essential

- GCSEs (or equivalent) in Maths and English (Grade 4/C or above desirable)
- Strong attention to detail and accuracy
- Good communication skills
- Basic IT skills (Microsoft Excel, Word, email)
- Willingness to learn and develop new skills
- Ability to work as part of a team

Desirable

- Interest in finance, accounting, or business
- Previous administrative or office experience
- Understanding of confidentiality and data protection

Personal Qualities

- Reliable and punctual
- Organised and methodical
- Positive attitude and willingness to learn
- Professional and discreet
- Committed to personal development

Staff Benefits

- Access to Staff Employee Assistance Programme & other staff wellbeing services
- One additional 'Flexi-Day' of paid leave that can be taken during term time after 6 months' service
- Free On-Site Parking
- Cycle to Work Scheme & On-Site Bike Storage
- Car Leasing Scheme



- On Site Gym & Changing Room Facilities
- Electric Car Chargers
- Discounted Staff Bistro
- Free Tea & Coffee

Payroll & Pension

- You will automatically become a member of the Local Government Pensions Scheme (unless you opt out)
- Staff are paid by BACS transfer into their bank account on the last working day of the month, unless notified otherwise

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Where the post holder discloses that they have a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview you will be asked to supply further information, which will include spent convictions.



Online Searches	Any candidate selected for shortlisting may be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview.
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How to apply

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures.

The closing date for applications is Monday 15th June 2026 at 9am. Shortlisted candidates will be notified by email of the interview arrangements.

Please complete the application from which can be found on the GMAT website and send this to hr@matrust.co.uk

Please ensure your correct email address is provided on your application form. Interviews dates to be confirmed nearer the time.

We welcome the opportunity to meet or speak with you during the application process. If you would like to arrange this, please contact Sadia Haq: s.haq@gmatrust.co.uk

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

We reserve the right to close this vacancy early.

Reviewed and approved by;

GMAT Apprentice Finance Assistant - June 2026



Silchester Drive, Harpurhey, Manchester, M40 8NT
admin@gmacademiestrust.co.uk
www.gmacademiestrust.com
0161 202 0161
@gmacademies
Greater Manchester Academies Trust



Trust Chief Finance Officer
June 2026

