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| **A picture containing text  Description automatically generated****Finance Administration Apprentice** |
| **Employer:**  | Education Village Academy Trust  |
| **Location:**  | Salters Lane South, Darlington, DL1 2AN |
| **Hours:**  | 37 hours per week  |
| **Salary:****Posts:** | £10,158.72 Annually 1 |
| **Duties:** | The Education Village Academy Trust are looking to appoint an enthusiastic apprentice to join our Central Services finance team. You will be required to produce accurate and up to date financial information and support our schools by undertaking financial and administrative duties. You will work alongside other members of the team to help provide efficient and effective financial management of the Trust.Other duties include:* Client contact / queries
* Use of bespoke IT system
* Produce standard reports and presentations
* General administration
* Dealing with personal information, client queries and filing them correctly
* Transferring and updating existing client data
* Using basic Microsoft packages
* Processing financial data
* Giving general customer service
* To assist with the planning, monitoring and evaluation of school trips
* Dealing with invoices
* To be responsible for the ordering process
* Other duties as required
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| **Training:**  | Training will take place periodically at our training centre in Darlington (DL1 5AJ) and/or remotely as required, to work towards the theory elements of the framework. The other days will be spent working with your employer gaining the skills and knowledge required to complete your Apprenticeship. Qualifications you will work towards are:* Level 3 Business Administrator Apprenticeship Standard
* Functional Skills Level 2 in maths and English (if required)
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| **Progression:**  | Possible progression into full time employment for the right candidate. |
| **Closing Date:** | **Friday 30th June 2023**  |
| **Apply:** | To apply visit the ‘Find an Apprenticeship’ website searching vacancy number [VAC1000166480](https://www.findapprenticeship.service.gov.uk/apprenticeship/1000166480)For more information please contact a Learning & Skills Adviser on 07925 869325 or L&S@darlington.gov.uk |