

Job Title:	Finance Administration Apprentice
Reports to:	Business Support Leader
Accountable to:	None
Contract Term:	Full time, 37 hours 21-month fixed term, may include evenings and weekends where appropriate (apprenticeship), possible extension into permanent role
Location:	LNER Stadium, Lincoln, LN5 8LD
Salary:	£4.81 per hour (increase to minimum wage upon performance after 12-months)
Closing Date:	

Job Purpose

Lincoln City Foundation utilises the brand and reputation of Lincoln City Football Club, alongside leveraging our own potential and the influence of our key partners, inspire, empower, and help individuals and communities to improve their physical, social, and mental wellbeing.

For the organisation to remain fully functional, operationally highly performing, committed to meeting our charitable objectives and resilient enough to respond proactively to legislation, we rely upon quality administrative processes and individuals.

The post holder will work predominantly in our accounts team, under the business support department. The Finance Administrator will:

- Work alongside the Business Support Leader and their team to ensure essential financial and administrative duties are completed accurately and by the required timescales
- Ensure customer enquiries are handled and responded to in a timely manner, to ensure a positive customer journey for all stakeholders
- Support the business as a key part of the operational team bringing key elements of the organisation together to a consistently high standard.

This is an apprenticeship with the post holder expected to complete a [Level 2 qualification](#) – the organisation will allocate 20% of the contract for the duration of the study for the post holder to undertake the qualification. This will be the first step in the AAT Accounting pathway.

Key Responsibilities

Main responsibilities of the role include:

- Accurately entering transactions onto the Xero accounting system in a timely manner, including but not limited to:

- invoices and credit notes
- bank transactions
- journals
- allocating receipts and payments
- Matching supplier invoices to purchase orders raised
- Raising sales invoices and credit notes as requested by budget holders or the finance team
- Running monthly aged debtor reports and assisting the budget holders with chasing for outstanding payments
- Processing employee expense and mileage claims
- Banking cash receipts
- Assisting the finance team with supplier payments
- Assisting the finance team with bank reconciliations
- Assisting the finance team in the production of the monthly management accounts reports
- Assisting the finance team with annual budgets and forecasts
- Assisting the finance team with the year end audit
- Inputting data entries related to finance, HR and other related business support functions
- Contributing to the delivery of excellent customer service
- Distribution of incoming and outgoing mail including, signing for and distributing parcels and arranging recorded deliveries
- Compliance with organisation's retention schedule and related policies
- To provide accurate and timely information as requested to support administration across the organisation
- Maintain office supplies by monitoring stock levels and completing orders including the provisions required for the safe delivery of sports e.g. first aid kits and office supplies as required
- Supporting a variety of administrative duties with the long-term view of becoming a full-time, permanent member of the Lincoln City Foundation.

General Responsibilities

- Compliance with all Lincoln City Foundation policies and procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

Person Specification

Education/Qualifications/Training	
Apprenticeship agreement with an education provider, or willing to obtain	Essential
Committed to personal development to enhance the role and the individual	Essential
Knowledge and Experience	
Understanding or experience of administrative duties required to support a business	Desirable
Experience of working in a customer facing environment	Desirable
Experience of working in a team and under limited supervision	Desirable
Skills and abilities	
Ability to communicate over the telephone or via email politely, professionally and confidently	Essential
Dynamic, self motivated and target driven	Essential
Ability to work under pressure and continue to deliver at a high standard	Essential
Self-organised, has an attention to detail and can work to own initiative	Essential
Enthusiastic to learn a wide range of duties within a busy office environment	Essential
Good understanding of IT systems and how to use them appropriately to complete duties as required	Essential
Ability to form professional relationships, demonstrating excellent communication skills	Essential
Equality & Diversity	
Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies	Essential
Able to work within a diverse community to promote equality & diversity	Essential
Other	
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	Essential
Strive to achieve and work towards 'Lincoln City Foundation' vision and mission statements	Essential