

# Finance Apprenticeship (September 2026 start)

Location: **Elland**

Posted: **25th June 2026**

Employer: **The Brooksbank School**

Role type: **Apprenticeship**

Entry Requirements:



**The Brooksbank School and Ryburn Valley High Schools are members of the Together Learning Trust. Brooksbank is a popular school, and attracts more applicants than our 285 places. We are proud to be a truly comprehensive school who cater for everyone and do not select pupils on the basis of aptitude or ability.**

## Business

Secondary school

## Training provided

Level 2 or Level 3 AAT qualification, depending on experience

## Pay details

National minimum wage for apprentices

## Hours

37 hours per week during term time, plus 10 days (40 weeks)

## Requirements

- GCSE maths and English at grades 9-4
- GCSE in IT at grades 9-4 is desirable
- Excellent written and verbal communication skills
- IT skills including experience of Microsoft Excel, Word, Outlook and SharePoint
- Organisational skills
- Problem solving
- Team working
- Enhanced DBS is required

## Minimum age

16

## Description

You will assist with routine tasks within the finance team, including:

- Efficiently and accurately processing financial transactions
- Taking responsibility for incoming postage/deliveries
- Responding in a professional manner to supplier enquiries
- Inputting accurate financial data into the finance system
- Documenting management and administration
- Other general support to the wider central team as directed
- Occasional work in other schools across the Trust as the role develops (travel costs covered)

## How to apply

Please apply on the [website](#).

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## To enquire about this role:

