

Job Title:	Apprentice Finance Assistant
Department:	Finance
Reporting to:	Group Financial Controller
Date:	May 2023

Job Overview

The Apprentice Finance Assistant will assist with ensuring the purchase ledger of the company is always running efficiently and effectively. Documents should be processed promptly and payments made to ensure a smooth purchasing process and great customer service for our clients.

The Apprentice Finance Assistant works closely with other members of the Finance Team. They will also hold key relationships with suppliers and internal stakeholders, always maintaining good channels of communication.

Role Responsibilities

Key responsibilities will include but not limited to:

- Accurately check and post all purchase invoices to Sage in real time to facilitate the timely production of the management accounts
- Collate receipts and post company credit and virtual card statements to the purchase ledger.
- Download, reconcile and post invoices and charges from telecommunications providers.
- To make timely payment to suppliers carefully balancing the cash flow with suppliers' terms and conditions.
- Post and reconcile daily direct debit payments to suppliers.
- Resolve supplier queries
- Reconcile supplier statements to ensure all company liabilities are accurately recorded.
- Collect and distribute all post received.
- Provide support as required in external audits.
- Monitor central mailboxes and action messages accordingly
- Provide assistance to other departments as required.
- Answering telephone and general administration

Skills & Experience

Key Skills and Experience would include but not limited to:

- Experience of accounting software
- Proficient user of Office 365
- Experience in accounts department
- Experience of communicating with internal and external stakeholders

Personal Qualities

- Planning and organizing
- Communication skills
- Teamwork
- Accuracy
- Punctual and reliable

Equal Opportunities:

We are an equal opportunity employer. We will consider all qualified applicants for employment without discrimination on grounds of disability, gender or gender orientation, pregnancy or maternity leave status, race or national or ethnic origin, age, religion or belief, gender identity or re-assignment, marital or civil partnership status, protected veteran status (if applicable) or any other characteristic protected by law.

Right to Work:

Please note that this role requires the successful applicant to be permitted by the UK Home Office to live and work in the UK"