



## **Finance Apprenticeship – Assistant Accountant**

### **Level 2 Account or Finance Assistant**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-0>

### **Level 3 Assistant Accountant**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/assistant-accountant-v1-1>

### **Level 4 Accounting or Taxation Technician**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/professional-accounting-or-taxation-technician-v1-1>

Round House, the precision metal fabricator based on the South Lowestoft Industrial estate is looking for a motivated and focussed AAT accounts apprentice to join our dedicated team. We have a fantastic spread of customers across industries including: O&G, Forestry, Food and Packaging, who enjoy our high-quality fabrications. Our workshop is well equipped, including a CNC laser cutter. Round House is ISO 9001 accredited, demonstrating our quality credentials, and our drive for continuous improvement.

### **Training and duties will include:**

- Credit control
- Daily raising of sales delivery notes using our MRP system
- Accounts payable duties, matching purchase orders to GRNs and invoices.
- Dealing with supplier queries
- Supplier payments
- Bank reconciliations
- Assisting with monthly Management Accounts, preparing journals, balance sheet reconciliations and maintaining the fixed asset register.
- Payroll

**Ideal Candidate:**

- Confident talking to suppliers, customers and all members of staff.
- Good attention to detail
- Keen, enthusiastic and prepared to study and complete qualifications.
- Friendly and helpful
- Good written and oral communication skills
- Competent IT user – experience of using Microsoft Excel and accounts software preferred.

**Qualifications (minimum):**

- GCSEs at grades A\*-C/9-4 (or equivalent) in Maths and English

**Hours:**

Monday – Friday, flexible hours to meet with core business needs between 8am-5.30pm (39 hour week)

**We offer the following benefits:**

- 25 days holiday plus 8 bank holidays
- On site parking
- Support & encouragement to progress and reach full potential within your chosen career

**Reward:**

- Salary will be awarded depending on experience and at least £4.30per hour in accordance with Apprentice National Minimum Wage
- Full apprenticeship training and support to achieve the Level 2, Level 3 or Level 4 Accounts or Finance Assistant qualification
- The apprenticeship opportunity offers company progression and full on-going training with view to a sustainable career within Round House.

**NOTE:**

There are 3 entry level qualifications, each qualification will be considered depending on previous experience and qualifications for the successful candidate. We are pleased to consider applications from candidates at all levels.