

<https://www.heathpatch.co.uk/>

Dairy Farm Office
Semer,
Ipswich
IP7 6RA

Accounts Assistant working towards the **Level 2 Accounts or Finance Assistant** qualification
<https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-0>

Company Overview

Heathpatch Ltd based in Semer, Suffolk is the parent company of a group of companies and has been in operation since 1997. The group consists of Camden Boss, a parts design and manufacturing company based in Mildenhall, Global Recycling Solutions, selling capital wood and waste recycling equipment, based in Grantham, Material Change a waste recycling and AD management company with sites over Suffolk and Norfolk, and Mauldons, a hospitality company which owns a brewery, 3 pubs and premium holiday lettings, and is based in Sudbury.

Role Overview

Heathpatch Ltd is the headquarters of the farming operation and parent company overseeing the four substantial subsidiary companies. The office is small and quiet in a rural location.

We are offering an excellent opportunity to train in accountancy in a small but very busy office

Working to support the Directors, accounts team and subsidiary companies you will be handling the inputting and payment of purchase invoices, sales invoicing and posting receipts. Posting journals, reconciling accounts. Answering the phone. Booking accommodation, flights, setting up meetings, preparing presentations and carry out other duties as they arise.

The Company would support ongoing studies such as AAT making this an excellent opportunity for advancement for an enthusiastic, self-motivated applicant.

Job Description

This is a fixed term position from September 2021 until completion of the apprenticeship qualification. Progression routes will be discussed on completion of the apprenticeship.

The role is based on 40 hours a week, including day release to Suffolk New College and 20% Off the Job Training study time within those hours to complete the **Level 2 Accounts or Finance Assistant Apprenticeship** <https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-0>

- Working week hours are normal office hours are between 8.30—5.30 with 12.30-1.30 lunch break

The ideal candidate will be able to demonstrate that they are numerate and accurate and have a good understanding of Excel spreadsheets. Good organisational and time management skills along with strong grades in maths and English GCSEs

Desired Skills

- Strong communication skills
- Problem-solver
- Organised
- Accuracy
- Able to use IT and record information

Desired Personal Qualities

A team player with a positive attitude who is trustworthy, methodical and dependable. A self-motivated individual looking to increase their knowledge base and engage with all areas of the business.

Qualification's

- GCSE at Grade 4r or above in Maths and English
- Desirable ICT qualification and/or knowledge of Microsoft, Outlook and Excel

Entry onto the apprenticeship is subject to a initial assessment to establish course suitability. Ideally applicants should have at least 4 GCSEs including English and Maths at grades 9- 4.

Reward

- **Salary** Minimum of £175.00 a week
- **Working week** Monday, Tuesday, Wednesday, Thursday, Friday
- **Future prospects** **Progression on to Level 3 Assistant Accountant Apprenticeship**
<https://www.instituteforapprenticeships.org/apprenticeship-standards/assistant-accountant-v1-1>

Additional Information

The office is quiet and in a remote rural location; it is essential that you either have your own transport as there is no bus service available or live locally to Semer.

- You will be working in a small team.
- The role will involve long periods of working on a computer.
- In addition to assisting and training in accountancy, you will be asked to complete general administrations tasks and support the work of all members of the team.
- You may, occasionally, be required work at our other offices in Suffolk should the need arise.

To apply for this role, please register your interest by emailing your CV and accompanying letter to: apprenticeships@suffolk.gov.uk