

## Job Description: Finance Assistant Apprenticeship

<b>Location:</b>	26-27 Riduna Park, Station Road, Melton, IP12 1QT
<b>Directly responsible to:</b>	Natasha Houston
<b>Directly supervises:</b>	No supervision of staff
<b>Hours</b>	Full time 40 hours per week including 6 hours protected time for off the job for apprenticeship training

<b>Main Purpose of Job:</b>
<ul style="list-style-type: none"> <li>To maintain full and accurate financial records and assist the Financial Controller</li> </ul>

<b>Job Description:</b>
<ul style="list-style-type: none"> <li>Fixed term position from the commencement of the apprenticeship until completion of apprenticeship qualification which is expected to be in the region of 12 – 15 months total.</li> <li>40 hours per week, including 6 hours study time to complete the mandatory off the Job Training to complete the <b>Level 2 Accounts or Finance Assistant</b> apprenticeship: <a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-1">https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-1</a></li> <li>Opportunity for progression upon completion to full time employment and also the <b>Level 3 Assistant Accountant</b> and beyond</li> </ul>

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>Maintain sales ledger to include: Check/amend and post imported sales invoices in Xero, send sales invoices to customers by email, send statements to customers, credit control: identify overdue payments and chase</li> <li>Maintain purchase order tracker to include: Record purchase orders details at date of issue, record goods receipt details i.e. date, quantity against relevant purchase order, record supplier invoice details against relevant purchase order, highlight any discrepancies found</li> <li>Maintain purchase ledger to include: Collate all incoming supplier invoices for approval, query supplier invoices as required and maintain supplier invoice query tracker, code and post all supplier invoices with correct VAT recorded, reconcile supplier ledger to supplier statements at month end, prepare suggested weekly payment run for approval</li> <li>Maintain bank and credit card reconciliations to include: Code and post all credit card receipts with correct VAT recorded, reconcile income and expenditure with expected invoices, agree postings to month end statements, maintain bank feed link in Xero</li> <li>Control stock to include: Reconcile weekly stock reports received from 3<sup>rd</sup> party logistics providers to Unleashed record, monthly stock take of internally controlled stock and reconcile to Unleashed record, investigate stock discrepancies, update exchanges rates in Unleashed once a month</li> <li>Adhoc duties as required, but to include: Take meter readings for utilities providers, update business dashboard and scorecard with relevant KPI figures</li> <li>To study and achieve AAT level 2 Certificate in Accounting</li> </ul>

### Key Competencies

- 3 A-levels grade A\* to E
- Highly numerate/mathematical skills
- Analytical skills with strong attention to detail
- Enthusiasm and willingness to learn
- Strong IT skills including Microsoft office

### Reward and Benefits

- Salary: £14,500 p.a.
- Holiday: 28 days holiday per year including Bank and Public Holidays
- Free parking
- Lunch provided