



CORROSION TECHNOLOGY SERVICES EUROPE LTD

"The Complete Solution Providers"

Corrosion Technology Services Europe Limited.
unit 11 and 12 Merlin Park
Mildenhall industrial estate
Bury St Edmunds
Suffolk
IP28 7RD

Accounts or Finance Apprentice

CTS Europe is a company in Suffolk which was established in 1967. We work in a niche Industry which protects steel infrastructure which has been built from deteriorating. This means we are an Environmental company at the frontline as we stop very costly assets from degrading to the point of when they would need to be replaced. Protecting assets is far better than leaving them to waste away.

Overview of the role

Maintaining an efficient and accurate finance function within a business.

Occupation:

Accounts or finance assistant

This is what an existing employee said of working here at CTS Europe

"I started with CTS in 2018 as an Administration Assistant, assisting with data processing and other general office duties. Within the next 4 years I received training and encouragement which resulted in progression to an integral management role.

Working within a niche market means there's never a dull day and our close-knit team always provide support and guidance."

Role profile:

An Accounts or finance assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts or finance assistant is responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business. An Accounts or finance assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts or finance assistant can work in almost any sector. Potential employers include corporate businesses, sole traders, partnerships, public sector, not-for-profit organisations and educational institutions. Accounts or finance assistant may work in-house for an organisation, or they might work for an accountancy firm, bookkeeping practice, Shared Service provider, self-employed or on behalf of several different clients.

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Other Group Offices:

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Requirements:

All Accounts or finance assistant will demonstrate the following knowledge, skills and behaviours.

Knowledge

What is required for occupational competence?

- Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering
- Can explain the importance of upholding relevant codes of conduct.
- Can explain different legal entities and organisational structures.
- Aware of the impact of technology on business and its accounting and finance functions.

General business

- Understand own role within the context of your organisation.
- Understand transactional processes of accounting and their use within a finance function.
- Understand what makes a business or organisation successful, through either buying or selling products or supplying services to a market.

Understanding your organisation

- Understand how accounting systems and processes allows a business to keep track of all types of financial transactions.
- Know a range of routine accounts reports, reports and their use within the finance function.
- Understand the basics of internal control within own organisation.

Accounting systems and processes

- Aware of basic accountancy concepts and double entry bookkeeping
- Understands bookkeeping controls.
- Understand the cost recording system within an organisation.
- Develop an understanding of the differences between Financial and Management Accounting.

Basic accounting

- Understands corporate social responsibility (CSR), ethics and sustainability within organisations.
- Understands the importance of the need to keep up to date with relevant policies, procedures, regulatory or system changes.

Ethical standards

Skills

What is required for occupational competence?

- The ability to examine data to identify issues.
- The ability to reconcile data to minimise the chance of errors.
- The ability to plan and review work.
- Recognise and rectifies errors.

Attention to detail

- Deals effectively with a range of stakeholders using appropriate communication methods to deliver accurate and timely results.
- Avoids jargon and uses the correct technical terms where appropriate.
- Demonstrates good listening and speaking skills to be able to communicate effectively in the right manner.

Communication

- Utilises relevant office and accounting software packages to input and manage data accurately

Uses systems and processes



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- Ability to maintain the security of accounting information using passwords and other appropriate security measures.
- Ability to organise self, prioritise workload and activity to meet deadlines.
- Actively identifies team workload problems and offers to support peers where appropriate
- Ability to understand issues beyond own remit

Personal effectiveness

Behaviour

What is required for occupational competence?

- Supports colleagues and collaborates to achieve results.
- Builds working relationships within own team and other parts of the organisation.

Team work

- Be aware of their impact on others.

Personal development

- Successfully implements changes that are required, as directed.
- Displays an ongoing commitment to learning and self-improvement.
- Seeks feedback and acts on it to improve their performance.

Professionalism

- Looks to behave professionally by adhering to the organisational code of conduct.
- Has a 'right first time' approach.
- Shows integrity in their approach.
- Demonstrates personal pride in the job through appropriate dress and positive and confident language.

Customer focus

- Builds and maintains customer satisfaction with the products and services offered by the organisation in line with company policy, regulation and practice.
- Delivers excellent service, identifying and meeting or exceeding customer expectations.

Duration:

Typically, 12 to 14 months.

Qualifications:

Apprentices will be required to take one of the professional qualifications listed below, as chosen by the employer to be most relevant to the job role:

- AAT Level 2 Certificate in Accounting
- ACCA Certificate in financial and management accounting (level 2)
- IAB Level 2 certificate in bookkeeping
- ICB Level 2 certificate in bookkeeping

Link to professional registration:

On completion, the apprentice will be able to apply for the appropriate level of professional membership aligned with this apprenticeship, dependent on the qualification chosen. Professional body memberships that are relevant to the options for this apprenticeship are:

- IAB – Associate Level Membership
- ICB – Associate Level Membership

Neither AAT nor ACCA offer professional registration upon completion of this apprenticeship.



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English and mathematics

Apprentices without Level 1 English and maths will need to achieve this level and taken the test for level 2 prior to taking their end point assessment. For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirement is entry Level 3. British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.

Level:

2

Reward

- Salary Minimum of £6.40 per hour National Apprenticeship Minimum wage
- Holiday 28-day holiday per year including Bank and Public Holidays
- 37.5 Hour Week including Study time

Benefits

Mentoring
Career Path to promotion
Free parking