

Finance Administrator Apprenticeship

This is a fantastic opportunity for an Apprentice to join a fast-growing company working within the Finance team. You will work towards Assistant Accountant Apprenticeship Level 3 standard and gain an AAT Level 3 Advanced Diploma in accounting as part of the apprenticeship.

As a Finance Administrator Apprentice, you will work within the Finance department as part of the team gaining hands on experience in a variety of financial work. The apprenticeship will be varied and will include the following duties:

- Inputting accounting data onto the Company's accounting systems
- Processing supplier invoices, credit notes and recurring payments
- Accurately posting payments received against invoices and raising month-end statements.
- Inputting sub-contractor applications.
- Managing goods receipts inwards.
- Posting journals
- Reviewing and processing timesheets for payroll and job costing purposes
- Main point of Contact for the office
- Providing general administrative support for the business

An apprenticeship is a great way to get an industry-recognised qualification while you are learning on the job. You will build skills, knowledge, and experience – whilst also getting paid.

Apprenticeship level: Intermediate Level 3 (A-Level)

Positions: 1 available

Requirements and prospects

Desired skills

- Great timekeeping skills
- Excellent communication skills
- Good IT skills

Personal qualities

- Ambitious
- Hardworking
- Honest
- Interest in Business and Finance
- Reliable
- Team player

Desired qualifications

5 GCSEs at grades A* - C/9-4 (or equivalent) including Maths and English.

**Future prospects**

Continued role within the company upon completion of this apprenticeship. Beyond the AAT programme we would encourage the apprentice to progress further with their studies should they desire.

Training provider

BPP

Contact

Email your CV to: hr@warden.co.uk

Employer

Warden Construction Limited

www.warden.co.uk

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