

APPRENTICE ACCOUNTS ASSISTANT

Salary: £9,379.50 to £18,525 (per year, depending on experience)

Contract: permanent, 37.5 hours per week

Location: Hackthorpe, near Penrith

Job description

In a nutshell...

As apprentice accounts assistant, you'll provide all round support to our finance team. You will be part of a team of four who oversee and maintain all aspects of the finance function at Outward Bound. This will include daily activities of purchase invoice entry, payments and other purchase ledger duties and looking after a small bank account, along with helping with all aspects of a busy finance function and associated administrative tasks.

Here's a bit more detail...

Purchase ledger

- Entry of purchase invoices received for our head office and fundraising offices and overseeing our centre invoice entry.
- Assist with the roll out of our new digital input process across Outward Bound and review of entries.
- Create monthly payment runs making sure we keep to credit terms.
- Complete the month end process including reconciliation of the ledger.

Cash books

- Maintain the cash book for our subsidiary company in Excel and posting entries in the accounts package.
- Complete regular bank reconciliations.

General accounts and office administration

- Look after the administration of our vehicle leases and assist at vehicle renewal.
- Various accounts tasks such as administration of company credit cards, producing sales invoices, maintaining the petty cash.
- Various administrative functions including, recording data for our carbon footprint, incoming post for Hackthorpe.
- Support and assist members of the finance team in their role with any ad-hoc duties as required.
- To be an active member of the team and contribute to our goals and objectives.

Your apprenticeship

Here is the training you'll get and the qualifications you'll working towards on your apprenticeship:

- • Level 2 Accounts/Finance Assistant standard
- • Functional Skills (if required)
- • Training through Kendal College and the workplace

One of the following:

- • 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

What is the expected career progression after this apprenticeship?

Outward Bound will support the right candidate through to a higher apprenticeship level. This role will then continue as a full time position. Plus... if you would like to do level 3 instead of level 2 we would be very happy to support this.

Person specification

You'll need:

Communication skills, IT skills, attention to detail, organisation skills, customer care skills, problem solving skills, administrative skills, number skills, logical, initiative, non judgemental, patience, polite.

You will need GCSE or equivalent Maths at grade 4 / C or above)

Ideally you will also have GCSE or equivalent English at grade 4 / C or above (desirable)

If we offer you the job

There is a three-month probationary period from your start date.

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

Salary and benefits

Starting salary £9,379.50 to £18,525 per year (dependent on relevant experience) for a 37.5 hour week.

- Annual leave of 24 days, plus bank holidays (rising by a day a year to 30 days +BH).
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Personal Accident Insurance while at work or commuting.
- Cash plan healthcare (currently Medicash) on application after completion of probation.
- Pension Scheme (currently Standard Life): Auto-enrolment after three months.
- Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount.
- Discounted course fees for family members.
- Cycle to work scheme.

How to apply

To apply for this job please go to:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000070995>