

<b>Originator</b>	Ria White
<b>Version</b>	1
<b>Job Title</b>	<b>Accounts Apprentice</b>
<b>Salary</b>	£5.50ph
<b>Reports To</b>	Finance Manager
<b>Reports In</b>	None

## Critical Purpose of Role

To support the business by carrying out day to day accounting and administration tasks. To deliver timely, accurate and compliant reporting of actual, forecast and budgeted financial performance, free from misstatement and misrepresentation.

## Key Performance Indicators

- ✓ Timing and accuracy of management accounts.
- ✓ %Bad debts and Aged debtors' performance.

## Main Responsibilities

- ✓ Processing purchase invoices, credit card statements, customer receipts.
- ✓ Preparation of sales invoices, customer statements.
- ✓ Reconciliation of petty cash, supplier statements.
- ✓ Administration duties including post, filing and answering the phone.
- ✓ Maintenance of financial ledgers and accounting processes.
- ✓ Timely production of statutory and internal financial reports.
- ✓ Understand and adhere to financial regulations and legislation.
- ✓ Establish and maintain methods to minimise financial risk to the company.
- ✓ Ordering and control of office supplies.
- ✓ Ad-hoc duties as required.

## Key Qualities This role would suit someone who:

- ✓ Is practical and task focused with a strong attention for detail (strong completer/finisher) and is thorough in approach to their work
- ✓ Is numerate, accurate, self-motivated and organised.
- ✓ Has genuine interest in finance and accounts.
- ✓ Has the ability to take responsibility for a task and see it through to completion.

<ul style="list-style-type: none"><li>✓ Possesses the ability to communicate at all levels.</li><li>✓ Is able to work independently and as part of a team.</li><li>✓ Displays good judgement and logical decision making</li></ul>	
<b>Relevant Qualifications and Experience</b>	
Mandatory:	<ul style="list-style-type: none"><li>✓ Maths &amp; English GCSE grade A-C</li><li>✓ Computer literate</li></ul>
Desired:	<ul style="list-style-type: none"><li>✓ Experience in use of Sage software</li><li>✓ Experience in use of Microsoft applications (Word, Excel, Outlook).</li></ul>