

Job Description

Finance Apprentice

Job Details

Job title	Finance Apprentice
Job purpose	The Finance Apprentice will support the finance team with day-to-day financial administration, reporting, data entry, reconciliations and customer or supplier queries while working towards a recognised finance or accounting qualification. The role is designed to provide practical workplace experience alongside structured learning, helping the apprentice build the knowledge, skills and behaviours needed for a future career in finance.
Job location	Office Based (hybrid working option available)
Reports to	Accounts Payable Manager

Dimensions

Line management	Yes ☐ No ☒	Budget holder	Yes ☐ No ☒
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Job Purpose

Core responsibilities	<u>Key Responsibilities</u> + Assist with processing purchase invoices, sales invoices, payments and receipts accurately and in line with internal procedures. + Support the preparation, checking and maintenance of financial records, spreadsheets and reports. + Help reconcile supplier statements, bank transactions and other finance records, and escalating queries where required. + Respond professionally to routine finance enquiries from colleagues, suppliers and customers by email, phone or in person. + Maintain accurate data within finance systems, ensuring information is complete, up to date and handled confidentially. + Support budget monitoring, month-end and year-end processes by gathering information and assisting with basic analysis.
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	+ Work collaboratively with colleagues across the organisation to support effective financial administration. + Attend apprenticeship online training courses combined with private study to obtain AAT qualification (Level 2, Level 3 & Level 4). + Follow relevant policies and procedures, including data protection, financial controls, health and safety, and equality and diversity requirements. + Carry out other reasonable finance and administrative duties as requested by the line manager or mentor.
Non-Core responsibilities	+ Ad hoc tasks as required.

Signature of job holder:			
Name:		Date:	