



Finance Apprentice

Full-time (35 hours per week) – Fixed term contract for 1 year

Working hours – Monday to Friday, 09:00-17:00 with 1 hour for lunch

Salary - £6,500 to £9,100 per annum dependant on experience

Based - Future Business Centre, Kings Hedges Road, Cambridge, CB4 2HY

Allia is looking for a Finance Apprentice to join a small, friendly accounts team based at the Future Business Centre in Cambridge. You will get exposure to all aspects of accounting and enjoy a work/life balance with a chance to make a real contribution to an ambitious, dynamic and growing organisation which focuses on internal career progression. There is a possibility of permanent employment after the Apprenticeship.

Key Tasks & Responsibilities

- To provide the Finance team with appropriate finance and administrative support
- Keep routine financial spreadsheets up to date
- Enter data in to financial systems
- To deal with queries from team members, other departments, clients and suppliers
- Chasing and collecting customer income
- Recording transactions on our accounting software (sage) such as bank accounts, sales, purchases and salaries
- To assist with the processing of financial transactions, particularly supplier invoices and payments
- To take part in appropriate training and staff development
- To perform other duties appropriate to the job as required

As a member of the Finance team you will work with the rest of our organisation, providing the support needed to help us grow and succeed. You will need to:

- Be a team player
- Be highly numerate
- Communicate on any issues or findings
- Have an awareness of the various services provided by Allia
- Maintain a professional working relationship with all internal and external customers
- Attend all training courses as required

Qualifications, Skills & Personal Attributes Required

- At least a Grade C in both Mathematics and English Language GCSE (or equivalent)
- Preferably studied to A Level (or equivalent) in Mathematics
- Knowledge of Microsoft Excel & willingness to learn new computer programmes
- Basic administration skills
- Good telephone manner
- Excellent communication skills, written and oral
- Flexibility, and a can-do attitude
- An active listener, asking questions when necessary
- Respect for the confidentiality and accuracy of records at all times
- A professional approach to work and customers i.e. professional appearance, respect for individuals, and ethical conduct
- An ability to thrive in a busy, fast-paced environment

We will supply funding for you to study towards the AAT qualification, receive time off to attend college and have support from your line manager.

To apply, please send your current CV along with a covering letter to: recruitment@allia.org.uk

Closing date: Friday 11th August 2017