

## **Job Description – AAT Apprenticeship**

### **Purpose of role:**

The AAT Apprentice will support the Finance Manager and will involve assisting in the day-to-day financial activities such as data entry to month end management accounts and/or year-end financial statements.

### **Role activities / responsibilities**

Key responsibilities include the assistance of:

- Input of Purchase Ledger Invoices
- Assisting in the creation of Supplier Payment runs
- Input of Sales Ledger Invoices
- Processing Payments/Receipts
- Bank Reconciliations
- Credit Control
- Journal Postings
- Dealing with Customer/Supplier requests
- Maintain/facilitate Finance queries
- Liaise with Sales Team

### **You will be:**

- Must have a minimum 5 GCSEs at grade 3/D or above, including maths and English are recommended for this apprenticeship. Individuals without level 1 English and maths will need to achieve this level and take the test for level 2 English and maths prior to taking the end-point assessment.
- Ambitious to progress your career;
- Energetic and focussed;
- Highly intelligent and analytical, but with good 'soft' skills;
- Good communication skills with the ability to speak to others in the business at all levels and deal with queries from external parties e.g. suppliers;
- Strong Microsoft Office skills, in particular with Excel;
- Willing to throw yourself into a varied and busy role;
- Flexible in your approach to managing your workload around busy periods and key deadlines.

### **Salary and benefits**

- Training and development, supporting your career pathway;
- Competitive salary
- A great place to come to work every day, a beautiful brewery in the Berkshire countryside.

Salary for the role: £17,000