



FINANCE APPRENTICE



ABOUT THE ROLE

To provide finance administration support and to work with colleagues to deliver a comprehensive service.

The person must be reliable, enthusiastic, numerate and conscientious whilst displaying common sense and flexibility in supporting the department.

KEY RESPONSIBILITIES

- To provide administrative assistance to the Finance department.
- To assist with photocopying and collation of material including high volume scanning.
- To assist in processing the Lunar paid employees' timesheets for payment.
- To assist in processing variable commission payments for monthly paid employees.
- To assist in the review of mileage claims.
- To assist in the Council Tax administration for all properties.
- To assist in entering purchase ledger invoices onto the system on a daily basis with accuracy and within a timely manner.
- Departmental filing on a regular basis including uploading onto electronic document management system.
- Ensure familiarity with Redrow's Group Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with company policies, procedures and instructions.
- Implement new ideas and methods and continue to seek ways of both improving the contribution to the organisation's goals and enhancing the reputation of the company.

THE PERSON (Essential)

- Have 5 GCSEs including grade 4 (GCSE grade C) in English and Maths or equivalent.
- Willing to undertake training/a qualification in accounting e.g. NVQ Level 2 in Accounting with Coleg Cambria.
- Able to work in a team as well as on your own initiative.
- Willing to learn.
- Able to follow instructions.
- Good level of interpersonal skills.
- Able to communicate clearly and effectively.
- Organised
- IT literate – basic knowledge of Microsoft based packages.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.