



## JOB DESCRIPTION / PERSON SPECIFICATION

<b>Job Title</b>	Finance Apprentice
<b>Name</b>	
<b>Reports To</b>	Purchase Ledger
<b>Company</b>	Thompson's of Prudhoe

### Core Duties/Responsibilities

(The key responsibilities of the role against which performance is measured)

- To work towards AAT or equivalent qualification.
- To assist with the day to day management of ledgers including inputting purchase ledger transactions, reconciling to statements and requesting details for missing transactions.
- To maintain contact and building relationships with suppliers.
- To assist with the intercompany monthly statements
- To maintain an adequate and organised filing system.
- To deal with client queries by phone and email.
- To gain an understanding of the group structure.
- To assist with ad hoc projects.
- To assist with other admin duties as required.

### Health & Safety Responsibilities

- Support in accident, incident and near miss investigations by providing statements and evidence where required.
- Follow and adhere to risk assessment controls, Safe Systems of Work and PPE requirements
- Follow emergency procedures where practicable

<b>Qualifications required for the role</b>	Essential	Desirable
GCSE Maths and English Grade 4 or above	✓	
Working towards a Accounting qualification		✓
Full Driving License		✓
Proficiency with Microsoft Office		✓

<b>Experience required for the role</b>	Essential	Desirable
Experience in Office/Admin Environment		✓

<b>Specific Skills required for then role</b>	Essential	Desirable
Communication skills	✓	
Attention to detail	✓	
IT skills	✓	
Organisation skills	✓	
Number skills	✓	

<b>Behaviours to be demonstrated</b>	Essential	Desirable
Team Player	✓	
Approachable and hardworking	✓	
Solid ethics, moral and sound judgement	✓	
Bright and friendly personality	✓	
Good time management skills	✓	