

Finance Apprenticeship

Within the Corporate Finance Team



SALARY

From £16,425 p.a

(18 Month Contract)

RESPONSIBLE FOR

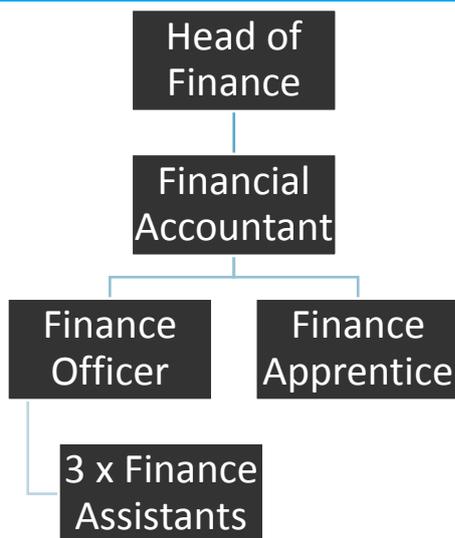
N/A

RESPONSIBLE TO

Financial Accountant

CORE PURPOSE

Enable the organisation to thrive.



This is an exciting Apprenticeship opportunity within Stockport Homes. You will develop the skills to assist with financial processing and administration support to Stockport Homes Ltd, ensuring timelines and accuracy of input of financial data to the company's financial system.

You will be supported by the team enabling you to respond to and deal with queries from both internal and external customers whilst building and maintaining effective relationships.

A study package will be provided enabling you to gain an AAT qualification while learning in the workplace at the same time.

Whilst being accountable and proud of the service we provide, our Finance Apprentice will be coached and developed in order to ensure the accurate processing of payments to suppliers and charges to customers.



PENSION

Access to the generous benefits the GMPF scheme offers, including life cover



GENEROUS ANNUAL LEAVE ENTITLEMENT

23 days annual leave plus the opportunity to earn additional days leave



HEALTH CASH PLAN

Claim back a proportion of your everyday healthcare and medical expenses



RETAIL DISCOUNTS

Access to a wide range of discounts to provide savings on food and shopping



PERSONAL GROWTH

Access learning and development opportunities to maximise your strengths and utilise your talents



FLEXIBLE WORKING

Flexible working arrangements ensure you can achieve a healthy work life balance

RESPONSIBILITIES *the Finance Apprentice will...*

- ✓ Process purchase orders, invoices and other payments to SAP the company's financial system in an accurate and timely manner.
- ✓ Identify and ensure the correct treatment of sub-contractor invoices adhering to different tax compliance rules.
- ✓ Ensure the correct treatment of vat in line with HMRC requirements.
- ✓ Ensure there is a three way match between purchase orders and invoices, liaising with suppliers and appropriate SHL staff to resolve any differences.
- ✓ Perform regular reconciliations of supplier statements ensuring any outstanding invoices are requested and processed promptly.
- ✓ Process debtor invoices to the company's financial system ensuring correct tax compliance.
- ✓ Be the first point of contact for both internal and external suppliers and customers (by telephone and in person) to resolve queries ensuring resolution in an accurate and timely manner.
- ✓ Ensure the correct and timely set up of supplier and customer details to the financial system making necessary checks to counter fraud.
- ✓ Give out Petty Cash to authorised personnel, ensure the float is kept replenished to a required level and to ensure accurate accounting for petty cash.

STRENGTHS *the Finance Apprentice will deliver key responsibilities by...*

- ✓ Being persistent and thorough when dealing with supplier queries. Ensuring that queries are dealt with in a timely manner to ensure payments are not delayed.
- ✓ Having the ability to prioritise workloads in a busy environment.
- ✓ Deliver a professional service, continually building knowledge and using effective judgement.
- ✓ Ability to deal with large volumes of information, without mislaying or confusing information.
- ✓ Embrace change and actively participate in your own learning
- ✓ Ability to work on own initiative and identify and recommend appropriate solutions to problems.
- ✓ Ability to work effectively as part of a team to help create and foster a supportive, motivated and high performing corporate finance team

REQUIREMENTS *the Finance Apprentice must have...*

- ✓ Good practical skills in using Microsoft Office Applications including Outlook, Word and Excel.
- ✓ Ability to learn and absorb new processes and systems.
- ✓ Excellent communication skills (both written and verbal) in order to deal with a wide range of queries from both internal and external customers.
- ✓ Ability to accept precise instructions and following them accurately
- ✓ Ability to ensure accuracy and completeness of work
- ✓ Appreciation of the importance of accurate and timely retention of financial documents

VALUES *the Finance Apprentice will role model core values through....*

Ambition

We have the ambition & courage to challenge; translating this into commercial success & brilliant outcomes for customers

Social Responsibility

We always try to do the right thing; using our role as a service provider, employer & buyer to generate trust, build our communities & empower our people

Passion

We have a passion for what we do; with positive, motivated & enthusiastic staff who enjoy their work

Innovation

We are innovative in everything we do; with the agility, creativity & edge to keep defying expectations & delivering fresh & exciting things

Respect

We treat each other with respect; supporting & inspiring one another & collaborating across teams & partnerships

Excellence

We continually improve how we work; challenging the status quo, learning from what goes well & always being professional



**foundations
stockport**

Proud to be part of SHG