

## Job Description

<b>Reference</b>	Vacancy 339	<b>Job Title</b>	Finance Apprentice
<b>Department</b>	Finance	<b>Hours of Work</b>	37 Hours
<b>Type of Contract</b>	Employed	<b>Contract Duration</b>	Fixed Term Contract
<b>Reporting To:</b>	Finance Manager		

### JOB PROFILE

#### Overall Purpose and Aims of the Job Role

We are looking for driven, enthusiastic and committed apprentices to join our business within various departments in order to invest in skilled employees. Each apprenticeship role will involve diverse and exciting daily tasks within a challenging environment – Your work will matter and be crucial to the business function. You will not only obtain recognised and formal qualifications on completion but also the experience for a successful, life long career within the sector.

The Finance Apprentice will provide support to the Finance team within CAD CAM Automotive – the role is suited to an organised individual with strong analytical skills.

#### Key Tasks – Roles & Responsibilities

##### Sales

- Invoicing and order entry within Sage 200
- Credit chasing
- Dealing with account queries
- Customer liaison via phone and email

##### Purchasing

- Reconciling contractor hours to invoices
- Loading invoices into Sage 200
- Supplier statement reconciliations
- Payment queries
- Chasing up disputed invoices both internally and externally

##### Payroll

- Collating employee hours
- Upkeep of payroll calculation sheets
- Liaising with external payroll bureau
- Distributing pay slips

##### Other

- General ad-hoc reports
- Assistant with reception cover as and when required

**PERSON SPECIFICATION**

**Technical/IT and Educational Requirements**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>GCSE Grade A-C in 5 subjects including Maths and English Language (or equivalent)</li> <li>Experience of using Microsoft packages including excel</li> </ul>	<ul style="list-style-type: none"> <li>GCSE Grade B or above in Maths (or equivalent)</li> <li>An IT related qualification</li> </ul>

**Competencies**

<b>Essential level of competency</b>	<b>Desirable level of competency</b>
<ul style="list-style-type: none"> <li>Ability to work alone and within a team</li> <li>Reliable and conscientious with the ability to see a task through to completion and follow it up</li> <li>Enthusiasm and commitment to learning and continuously improving</li> <li>Good communication skills</li> <li>Good problem solving skills</li> <li>Ability to work under pressure and meet appropriate deadlines</li> </ul>	

**Company Requirements**

<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>To comply with the statutory provisions of the Health and Safety at Work Act 1974 and any Company policy in regards to health and safety including the wearing of PPE.</li> <li>To assist with accident investigations and to assist in putting measures in place to avoid repetitions.</li> <li>To assist with the completion of risk assessments.</li> <li>To ensure all employees have access to a safe working environment and company health and safety policy is applied including the enforcement of PPE</li> <li>To maintain a good level of housekeeping</li> </ul> <p><b>Processes</b></p> <ul style="list-style-type: none"> <li>To follow Company policies</li> <li>To ensure that confidentiality and data protection is respected and maintained at all times.</li> <li>To ensure Company waste management and environment policies are followed.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>To perform any other duty as directed by line management which is safe to complete and you have appropriate knowledge to carry out.</li> <li>The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time.</li> </ul>
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**Other**

<ul style="list-style-type: none"> <li>In order to be considered for this role candidates must be able to prove eligibility to work in the UK</li> <li>CAD CAM Automotive is an equal opportunity employer</li> </ul>
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**If you are interested in applying for this role please submit a copy of your CV and cover letter to [HR@cad-cam-automotive.co.uk](mailto:HR@cad-cam-automotive.co.uk)**