



FINANCE & PAYROLL APPRENTICE

Job Description and Person Specification

Job title: Finance & Payroll Apprentice
Reports to: Finance & Operations Director
Location: Unit 6 Sovereign Gate, 308-314 Commercial Road, Portsmouth, PO1 4BL
Role type: Permanent

Job Summary

As part of the Finance transaction team provide and deliver administrative and transactional processing support activities in a timely and accurate manner; whilst maintaining a clear audit trail. The role must also deliver a good working relationship with internal and external customers and suppliers.

Training to be Provided

Level 2 Finance/Accounts Assistant Apprenticeship Standard. You will complete a 15-month apprenticeship which includes 1 day per week training.

Responsibilities & Duties

- Assist with the processing of accurate and sensitive financial information, including timesheet receipt, validation, and input to payroll system.
- Working to both provide and obtain financial information and process this accordingly, specifically critical payroll information.
- Be aware of and provide advice to employees/clients on transactions relating to the inputs processed by the Finance team, including for debtor collection.
- Respond to business queries in a professional and timely manner.
- Assist in the timely presentation and submission of internal and external financial management information reports as required.
- Maintain backup documents in agreed electronic filing systems and the Finance network drives.
- Keep financial and non-financial information and records up to date.
- Establish own priorities and organise own workload ensuring that activities are completed to specification and tight deadlines.
- Develop knowledge and contribute to any accounting processing issues.
- Act as an effective team member helping others as requested.

Qualifications & Skills

- GCSEs in Maths and English grade C/4 minimum with a strong track record of obtaining other recognised qualifications is preferred.
- Previous administrative experience and knowledge of office systems and procedures, ideally gained in a finance environment.
- Knowledge of basic accounting principles.
- Experience of working within a team environment, ability to work as part of a team and to support others.
- Knowledge of Microsoft Excel and other MS O365 products including Word, PowerPoint, Outlook, and the web browsers.
- Good interpersonal skills, with the ability to deal with clients and colleagues with courtesy, tact, and sensitivity.
- A demonstrable commitment to customer care.
- Good organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.
- Flexible approach to work, with a keenness to adapt to meet changing work requirements.
- Experience using SAGE 200 and SAGE 50 for payroll an advantage.
- A self-starter with a positive attitude.