



ROLE PROFILE

Role Title	Apprentice Finance Administrator		
Responsible to	Finance Director		
Responsible for	N/A		
Company	TRU7 Limited		
Department	Finance		
Location	Sinks Pit – Kesgrave – IP5 2PE		
Closing Date	29/07/2022		
Working Hours	08:30am – 05:30pm Monday – Friday (1-hour unpaid lunch break)		
Weekly Wage	As an employer we follow the same principles and milestones of the minimum wage but pay a slightly enhanced rate.		
Contact Details		Title	Mr
		First Name	Adrian
		Surname	Dobson
		Position	Head of HR
		Telephone	01473 612761
		Email Address	recruitment@tru7.com
		Contact by email/mail/phone?	Email

Role Purpose

To provide administration support to the Accounts Department whilst gaining a Level 2 Apprenticeship in AAT Foundation certificate in Accounting

Key Activities & Responsibilities

- Assist with Group Credit Control
- Set up new supplier/customer accounts on Sage 200 and maintain existing account details
- Assist with maintaining and updating purchase/sales ledgers, this will include inputting invoices, credit notes, payments and receipts
- Assist with a range of office, administrative and ad-hoc finance related tasks as required
- Maintain the office filing/archiving system in both hard & electronic format

This role will involve long periods working on a computer.
Candidates must be able to make their own way to the yard in Kesgrave as this can be difficult on public transport.

Standard Responsibilities

- To contribute to effective team working and provide appropriate cover for colleagues as required
- To provide a comprehensive and proactive customer focused service
- Comply with the Group’s health and safety policies
- Comply with the Group’s Code of Conduct by behaving in a professional manner at all times
- Support your own personal development by attending training and corporate events as required
- Demonstrate commitment to valuing diversity and upholding the Group’s equal opportunities policy at all times

No role profile can cover every issue/task which may arise within the post at various times. The postholder is expected to carry out other duties from time to time, which are broadly consistent/related to those described.

Key Requirement <i>Tools to do the job</i>	How Assessed A – Application I – Interview T - Testing
<p>Knowledge/Qualifications</p> <ul style="list-style-type: none"> • General education to GCSE standard or equivalent 	A/I
<p>Technical Skills/Competencies</p> <ul style="list-style-type: none"> • Excellent written and verbal communication • Proficiency in MS-Office (Word, Excel, Outlook, etc.) • Strong organisational skills, with the ability to prioritise and handle multiple tasks at any one time • Good judgement and problem-solving skills • Ability to use own initiative and work with limited supervision and accept responsibility for own work 	A/I A/I A/I A/I
<p>Other</p> <ul style="list-style-type: none"> • Keen to learn • Reliability and good time keeping • Pride in delivering high quality work • Ability to work as part of a team, as well as individually 	A/I A/I A/I A/I

Training / Qualification Provision

Entry onto the apprenticeship is subject to a thorough initial assessment to establish course suitability. Ideally applicants should have at least 4 GCSEs including English and Maths at grades 9- 4 for an Advanced Apprenticeship and 9-3 for an Intermediate. Apprentices need to be employed for minimum of 30 hours a week in the industry with a contract of employment.

Proof of qualifications will be required before you can be accepted onto the apprenticeship.

PLEASE NOTE: Those without the stated entry requirements or awaiting GCSE/GCSE retake grades, may be offered an appointment to come into college (Ipswich or Suffolk Rural (Otley) campus) and sit an online assessment to confirm program suitability.

NAME OF ROLE HOLDER		NAME OF MANAGER	
Date		Date	