

Office Finance Administration Apprentice  
**Job Description**

**Overview:**

As an Office Finance Apprentice, you will play an important role in our Finance Team. The Finance Team is responsible for maintaining an efficient, organised and accurate finance function for the business. As Finance Administration Apprentice you will be responsible for assisting with a variety of day-to-day financial business operations such as sales and purchase ledgers and basic bookkeeping.

Some of the key day to day responsibilities will include, but not limited to:

Mailing customer Invoices and Statements  
Sales and Purchase Ledger allocations and maintenance  
Assist with Credit Control functions  
Company Expense reconciliations   
Utilities management   
Postal duties   
Telephone answering  
General filing and archiving

You will report to the Finance Manager and will be expected to undertake any other reasonable tasks as requested by a Director of the Company.

**Requirements:**

Finance knowledge desirable   
Microsoft office skills desirable  
Good communication skills – written and verbal  
Work well within a small team environment  
Can use own initiative  
Excellent attention to detail

**Training Provided:**

Business Administration Apprenticeship (Level 2)

**Working Hours:**

Office hours are 8:00 – 16:00 Monday to Friday

**Salary:**

Salary will depend on experience.

If you’re interested in this position please send your CV and cover letter to Alex at [alex@bedelectrical.co.uk](mailto:alex@bedelectrical.co.uk).