

<b>POST:</b>	Accounts Apprentice
<b>APPRENTICESHIP:</b>	Business Administration level 3 (18-months)
<b>START DATE:</b>	4 <sup>th</sup> July 2022
<b>LOCATION:</b>	Waltham Cross
<b>WORKING HOURS:</b>	Monday - Friday, 9.30am - 5.30pm Total hours per week: 35.00
<b>SALARY:</b>	£227.50 weekly

### The Role

This role will be working in our Accounts Team, working with and reporting to the Accounts Manager.

### Duties and responsibilities

- Invoicing
- Dealing with our existing and new clients
- Working with excel spreadsheets
- Assisting the account manager
- Taking credit card payments both in the UK and internationally
- Keeping the filing system up to date
- Dealing with day-to-day enquiries
- Chasing payments
- Answering the phone and email enquires daily

### Desired Skills

- Professional and well organised

### Desired Personal Skills

- Enthusiastic, hardworking and driven individual with a good work ethic
- Confident and resilient
- A team player

### Desired qualification

- Maths GCSE grade A\*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A\*-C or 9-4 or equivalent or Functional Skills Level 2

### **Future Prospects**

- Completion of Business Administration Level 3 Apprenticeship qualification
- Progression routes considered for the right candidate