

## **APPRENTICE ACCOUNTANCY CLERK**

(Fixed term contract - Future Jobs Fund or similar grant funded position)

<b>Reports To</b>	Finance Manager
<b>Job Purpose</b>	To provide support to the Finance Team to enable an efficient and effective service to be delivered.

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### **PERSON SPECIFICATION**

#### **Skills, Knowledge & Experience**

- Takes an organised approach to managing the workload ;
- Strong literacy and numeracy skills;
- Able to work as part of a team and also on own initiative following clear instructions;
- Strong IT systems/skills;
- Demonstrate a passion and commitment to work and study to achieve the Association of Accountancy Technician qualification.

#### **Qualification**

- Commitment to study AAT/equivalent.

### **JOB DESCRIPTION**

#### **Key Priorities of Role**

- Learns to provide general support to the finance team;
- Learns to provide an excellent service to both internal and external customers.

## **Full Responsibilities of Role**

- Learns to provide support to the purchase ledger function as required;
- Learns to provide of administration support;
- Learns to maintain records to allow for the timely banking of receipts;
- Learns to assist in the distribution of finance mail within the team;
- Learns to assist in the handling of petty cash payments;
- Learns to deal with all queries in a timely and efficient manner;
- Actively pursue own development and take advantage of learning and development opportunities;
- Carry out any other duties commensurate with the post as necessary.

## **Other Criteria**

- To work in partnership with internal and external teams and stakeholders to ensure the best service is delivered for PGHT customers;
- To carry out duties in accordance with the Policies and Procedures of the Trust including Health and Safety;
- To promote and implement the Trust's Equality and Diversity policy in all aspects of the post holder's work and when dealing with outside bodies;
- To ensure value for money in all activities;
- To promote the core values of the Trust.