

Job Description

Job title: Reconciliation & Finance Apprentice
Reporting to: Group Accountant
Date of issue: July 2022

JOB DESCRIPTION

Role Objective

To establish knowledge of the finance department function from sales receipts, reconciliation using the back office system, raising queries with other departments, using accounting software for purchase ledger and principles of management accounting.

Role duties and responsibilities:

Income

- Record all receipts on spreadsheet, and bank cheques when required.
- Process all receipts on the back office system, raising queries for any unmatched items outside of tolerance levels, this may include ringing insurance providers.
- Review and run the write on/off routine.
- Raise queries with the relevant department of items that have not been received in a timely fashion from insurance providers.
- In preparation of the back office system month end routine, assist with balancing all income and reports.
- Liaise with other members of the team regarding debtors reports.
- Review and make payments due to third parties (introducers, self employed and retired advisors) once authorisation received.

General

- Checking and distribution of the accounts mail inbox.
- Assisting with the accounts post, scanning and distribution.
- Process bank receipts, payments and bank reconciliations on Sage when required.
- Process petty cash, receipt and record keeping and transactional processing.
- Process supplier invoices and payments
- Bank reconciliation as required.

This Job Description may be reviewed and subsequently amended to better reflect any changes required in the role

Person Specification

Education, Qualifications & Training

- GCSE grade C or above in Maths and English (or equivalent) is essential.

Desired skills

- Proficient in using Microsoft Word, Excel and Outlook. Effective communication both verbal and written.
- Good time keeping and attendance and good attention to detail.

Knowledge and behaviours

- Good attention to detail.
- Self motivated and enthusiastic with the ability to act on own initiative.
- Collaborative Team Player.
- Striving for excellence in every task.
- Demonstrates eagerness to learn and progress in role.
- Friendly and pleasant to colleagues.
- High level of competency using Microsoft Office applications.
- Contributes to a team working environment within own team and in support of other departments.
- Interpersonal skills; such as telephony skills, communication skills, active listening and customer-care.
- Solid organisational skills to effectively manage multiple tasks in a timely manner.
- Values diversity and shows commitment to equality of opportunity.

Other: This is an office based role with the potential to work from home on occasions.