

**Finance Apprentice**

Level 3 – Apprenticeship Programme

Introduction

Caterlink are specialist caterers within schools, colleges and universities.

We’re passionate about fresh, healthy food that tastes great. The right nutrients can affect everyone’s mood, behaviour, health, growth and even their ability to concentrate. Encouraging a well-balanced diet establishes healthy eating now and for the future

This is a training post designed to give an apprentice the opportunity to develop their financial accounting skillset, whilst simultaneously studying for their level 3 in the apprenticeship programme. The programme involves both practical, on the job training and off the job training via an apprenticeship training provider. It is based within the Finance team in the Reading Office. This team supports the national organisation in finance operations.

Purpose

To diligently undertake the apprenticeship training programme. This will enable the apprentice to understand and assist in the operation of an effective finance function by carrying out tasks in an accurate and timely manner, in line with policies and procedures.

To provide excellent customer service to both internal and external stakeholders

Key accountabilities:

• To fulfil the training and apprenticeship responsibilities diligently as set out in the Caterlink apprenticeship agreement and the agreement with the Finance Training Provider.

In line with the learning and training programme to:

• To perform tasks and other reconciliation activities, as detailed in the scope and dimensions below, to the highest standard of accuracy and within agreed timescales to ensure the efficient and effective processing of finance information.

• To complete tasks to ensure information within the accounting system is complete and accurate.

• To perform tasks in accordance with the organisation’s finance policies and procedures in order to maintain a strong system of internal control.

• To contribute to the development and improvement of processes and procedures as tasks are undertaken; suggesting effective solutions to issues as they arise.

• To store, retrieve and archive information in line with departmental procedures to ensure that information is accessible for other staff.

• Develop and maintain effective working relationships across the finance team and other stakeholders to ensure an integrated approach, mutual learning and effective use of resources

Scope and Responsibilities:

• Coding expenditure invoices into purchase ledger and sending invoices to budget holders for approval

• Maintaining the meal payment system and dealing with customer queries on card payments.

• Assisting with cash reconciliations, comparing the balance per bank statement to the bank balance per the accounting system, and investigating differences when necessary

• Reconciling location balance sheets and posting correcting journals

* Assisting with financial admin tasks including the preparation of monthly and weekly reporting packs

• Any other tasks as required by the UK Finance Manager /Director

Person Specification

Essential

• Strong time management and general organisational skills, with the ability to work within tight deadlines whilst dealing with interruptions

• Task management – the ability to take responsibility for several tasks concurrently and ensure each is completed to the required standard

• Proven verbal and written communication skills

• Attention to detail

• Punctual and committed

• Ability to meet the demands of job in conjunction with learning

• Ability to put into practice what has been learnt quickly and effectively

• Ability to work collaboratively as part of a team

• Discretion and integrity

• Customer orientated

• Desire to learn

• Positive, proactive and flexible approach – a ‘can do’ attitude

• A passion for working within a finance team

• Grade B or above in GCSE Maths and English or equivalent

• Effective basic excel skills (i.e. sum and other formulas)

Desirable

• Intermediate or advanced Excel

• Previous experience of studying accountancy at GSCE, AS or A Level