

## JOB DESCRIPTION

<b>Job Title:</b>	Administration and Finance Apprentice
<b>Department:</b>	Finance
<b>Location:</b>	Office: Energy Zone, Newfield Drive, Blackburn, BB2 3UA
<b>Reporting to:</b>	Data & Accounts Manager
<b>Contract:</b>	Fixed Term Contract as stipulated by the training provider with view to permanent role at end of qualification.
<b>Hours:</b>	5 days per week: 37.5 hours per/week
<b>Salary &amp; benefits:</b>	Basic apprentice wage with performance reviews 17.9% employer pension contribution 25 days holiday plus bank holidays Health and Wellbeing package Annual team away break

## JOB SUMMARY

This role provides administrative and finance support to the Data & Accounts Manager, using customer relationship management and data systems, to support and assist with streamlining processes and the general running of the finance department.

## ACCOUNTABILITIES

- Work alongside the Data & Accounts Manager and business team to support the successful delivery of this various contracts.
- Support the finance department with ongoing credit management processes.
- Assist with accounts payables and receivables processes, ensuring accurate data is recorded on the relevant systems.
- Updating client activity onto various software packages to ensure accurate reports can be raised in a timely manner.
- Arrange and participate in meetings, networking events, conferences, and project team activities.
- Interpret instructions and implement actions according to administrative policies and procedures.
- Research and investigate information to enable strategic decision making by others.
- Processing of timely data and reports to assist in the operational decision making by others.
- Ensure that all documentation relating to a task is accurate, complete, current, and stored appropriately and to be available in formats as requested.
- Upload data and documents to the various CRM and data software systems including but not limited to SAGE 50cloud and ZOHO.
- Help to identify and support new processes and efficient ways of working where relevant.
- Support the internal Lead Auditor with the compliance of ISO 9001.
- Any other duties deemed suitable for the level of the position within the organisation.