**Job Title:** Finance Apprentice **Reports to:** Financial Controller

**Department:** Finance **Location**: Warrington

**Hours** Full Time, 5 days per week (1 day college)

**Summary**

Reporting to the Financial Controller the Accounts Apprentice is responsible for providing support to the Finance team:

* Provide support to the Financial Accountant
* Providing support to the Service Charge Team

By delivering an excellent level of service to colleagues and to The Trust as a whole, the Accounts Apprentice will support the delivery of the overall objectives of the Finance team. The individual will play a key role in the smooth running of the Finance Department.

**Responsibilities**

* Maintain records and databases
* Assist with Bank Reconciliation
* Assist with reconciliation of supplier statements.
* Posting of items & processing journals
* Assisting with Purchase Ledger queries and providing cover for Purchase Ledger.
* Assisting with Sales Ledger queries and providing cover for Sales Ledger.
* Providing assistance re ad hoc queries from other members of The Land Trust team
* Assist with new and existing suppliers – set up new accounts, ensure supplier bank details are checked and are correct and resolve account queries
* Preparation and raising of sales invoices i.e grazing licences
* Assist with payment runs
* Maintain files and archives
* Assist in other administrative matters as required
* Land registry searches

**Person Specification**

## Experience and Knowledge

* Minimum of 5 GCSE’s grade A–B including Maths and English
* Completed A levels minimum B’s or equivalent, ideally Maths or Accounting
* Experience of and confidence in using spreadsheets - Intermediate knowledge of Excel

## Essential Skills and Attributes

* Looking for a career in Finance or Accounts
* Mature, reliable and enthusiastic
* Maintains high levels of focus and concentration
* High level of accuracy, integrity and good attention to detail
* Strong administration and organisational skills
* Excellent spoken and written communication skills.

About the Land Trust

The Land Trust is a Registered Charity based in Warrington and operating nationally.  We are leading the way in establishing new, sustainable solutions for the management of open space, on behalf of, and in partnership with, local communities.  We are responsible for the management of around 60 sites across the UK, including urban parks, designated nature reserves and listed buildings.  We work with local partners, such as Wildlife Trusts and The Conservation Volunteers, to manage sites on the ground and engage communities.

We help a wide range of public and private landowners: including housing developers, landfill operators, local authorities and mining companies, who, for a variety of reasons, want to pass on responsibility (or liability) for the management of sites, public open space or new green infrastructure to find bespoke long-term funding and, management solutions for land.  These can include service charges, section 106 or endowment, or a hybrid of funding sources.  Our current endowment portfolio of over £100m provides the financial resources to ensure that our endowed sites are managed to a good standard and contribute to the wellbeing of the communities by which they are surrounded.

Our primary aim is the delivery of our five charitable objectives: environment and biodiversity; community cohesion and volunteering; health and wellbeing; education and training; and economic benefits.

Apprentice Salary and Benefits

Starting Salary £12,000.00 per year (£6.41 per hour for a 36 hour week)

There will be a permanent position available, subject to performance in the role and through examinations.

Support will be offered post AAT qualifications through professional qualifications such as ACCA or CIMA.

We have a proposal for a sliding scale in salary to match the progress through training. (to be confirmed upon appointment)

25 days Holiday, plus Bank Holidays.

Life Assurance

Auto-enrolment into a Pension scheme (as per standard government guidelines) or

Optional enhanced pension scheme is also available, company matching up to 6% contributions.

Annual Health Assessments

Free Car Parking. We are less than 5 minutes walk from Birchwood train station.

Applications to [recruitment@thelandtrust.org.uk](mailto:recruitment@thelandtrust.org.uk)

Alternately via the National Apprenticeship Website, or Warrington Collegiate.

Closing date 28th August 2017

Start date 4th September 2017