

LAITHWAITES

Position Title	Laithwaites Finance Apprentice (18 months FTC)
Reports To	UK Financial Controller
Overall Job Purpose	<p>An exciting opportunity has arisen for someone who is thinking about a career in Finance or part way through AAT (or similar) studies.</p> <p>The purpose of this role is to provide a professional, efficient, organised and flexible administrative support to the Laithwaites Finance team.</p> <p>This role is part of the Financial Controls team (10) and as such will have an opportunity to gain experience in a broad number of Finance disciplines.</p> <p>The successful candidate will be committed to completing the Finance Apprenticeship, with a keenness to embark on, or further, their Finance career.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Supporting the management accounting team and wider UK finance team, including Financial, Planning and Analysis • Supporting the Retail month end process and preparation packs • Supporting the Opex month end process and preparation of packs • Journal posting • Reconciliations • Completion of Office of National Statistics (ONS) submissions • Updating cash flow reports with actuals from bank statements • Assisting the credit control function to resolve payables and receivables queries • Raising International sales invoices and preparation of weekly reporting • Assisting with intercompany reconciliations • Opportunity to partner with the Business to help drive insight and performance • Other ad hoc tasks
Skills Qualifications and Experiences Essential	<ul style="list-style-type: none"> • 5 GCSEs grades C-A (4-9) or equivalent, including Maths and English (essential) • 3 A Levels C-A* including Maths (desirable) • IT efficient and good working knowledge of MS Office programmes. Basic understanding of Excel essential. • Well organised. • Confident learning different systems • Self-motivated and a curiosity to learn. • Good verbal and written communication skills.

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Personal Qualities and Skills	<p>This varied role will suit a person who is self-motivated and wants to learn / gain more experience of working within a finance team.</p> <p>Due to the size the team and company it's a great opportunity to grow and develop skills.</p> <p>We acknowledge that the candidate is likely to have no prior experience and therefore will support learning through mentoring and coaching. We will also support an AAT Financial qualification and 1 day per week to study.</p> <p>Good communication skills and 'doing things beautifully' are a prerequisite.</p> <p>We are looking for someone who is:</p> <ul style="list-style-type: none"> Numerate Detail oriented, inquisitive Has excellent written and verbal communication skills Positive approach Performs well as part of a team, as well as pro-active and using their own initiative Ability to manage a variety of tasks and work in a fast paced environment Good time management Task and results driven
Apprenticeship Details	<p>The Assistant Accountant Level 3 apprenticeship develops the skills and knowledge needed to succeed in a career in Finance and takes approximately up to 18 months to complete.</p> <p>During the programme, apprentices will cover topics developing their knowledge of basic double-entry booking and ethical practices, through to mastering complex financial processes including analysing financial data, calculating, and submitting VAT returns and drafting final accounts.</p> <p>After completing examinations in each of the 6 units, the Assistant Accountant apprentice will progress to the End-Point Assessment in which the knowledge and evidence they have gathered throughout the programme will be assessed.</p> <p>The successful applicant will be supported by numerous Finance Professionals to complete the apprenticeship.</p> <p>On successful completion the person will achieve an AAT Level 3 Assistant Accountant Apprenticeship.</p>
Remuneration	<p>Competitive depending on experience, plus excellent benefits package</p>
Reviewed	<p>May 2023</p>
<p>Doing Things Beautifully is at our core. We are an equal opportunities employer and welcome applications from anyone regardless of race, sex, sexual orientation, religion / belief, age or disability.</p>	