

Direct Wines Role Profile	
Position Title:	Group Finance Apprentice (18 months FTC)
Reports To:	Management Accountants
Overall Job Role:	<p>An exciting opportunity has arisen to support the Group Finance team, whilst gaining a Finance Apprenticeship.</p> <p>The purpose of the role is to provide a professional, efficient, organised, and flexible administrative support to the Group Finance team.</p> <p>The successful applicant 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 Central Costs and Production functions • Inputting banking transactions onto the accounting system (AX) • Journal posting • Reconciliations • Completion of Certificate of Origin reports • Providing admin support for the Concur Online System (employee expenses) – setting up new users, manager changes, leavers • Expense submission • Updating cash flow reports with actuals from bank statements • Assisting the Credit Control function of DWP including raising invoices, updating customer statements, and communicating with customers around payments • Other adhoc tasks
Skills/Qualifications:	<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 • Confident learning different systems
Personal Qualities and Skills:	<ul style="list-style-type: none"> • Numerate • Detailed oriented, inquisitive • Excellent written and verbal communication skills • Positive approach • Performs well as part of a team, as well as being pro-active and using their own initiative • Ability to manage a variety of tasks and work in 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>
Reviewed	December 2021