

Job TITLE	Finance Apprentice
GROUP & SERVICE LINE	Corporate FP&A Team
REPORTING TO	FP&A Team Leader
LOCATION	Nottingham
ROLE SUMMARY	To provide financial support to the FP&A Team. Support the Company's FP&A and Finance teams in the delivery of their processes, policy and strategy. Be proactive within the role by contributing to identifying and implementing improved and efficient ways of providing financial support.
ACCOUNTABILITIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Support monthly billing process, liaising with FP&A Team to ensure all invoices are produced accurately and in accordance with Company financial deadlines • Assist in the processing of the financial month end transactions as required • Assist in the process of the production of monthly WIP, project profitability and staff utilisation reporting. • Assist in the process of the company review of the project management system and P&L forecasting • Provide support on company financial systems and the maintenance of records • Assist in the management and collection of financial transactions (e.g. Timesheets, Expenses and Purchase Orders) • Assist the Credit Control Team to provide any assistance required in order to resolve any debt issues that may arise. • Coordinate, attend, and participate in any Meetings as required and monitor actions arising from Meetings, ensuring actions are followed up and seen through to conclusion. • Assist with the production of reports and/or presentation material, meeting reports and ad hoc requests. • Provide any financial or administration support the FP&A and Finance teams as the business requires. • Provide support to Manager to deliver projects. • Work alongside the FP&A Team to ensure the financial needs of the Company are efficient, practical and comply with company standards. • Work from all BWB offices to assist with building working relationships and provide financial support to all colleagues in teams, as required. • Provide any other finance assistance or cover for colleagues, when required.
SKILLS, KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Motivated, efficient and organised. • An ability to understand own workload, prioritise tasks and meet deadlines. • Seek advice in order to respond to changing priorities. • Able to work proactively either independently or as part of a team. • Good communication skills (written and verbal). • Keen attention to detail. • Knowledge of Microsoft Applications and Adobe Acrobat or Foxit
QUALIFICATIONS	AAT Level 1 or further levels advantageous. Competency on Microsoft Excel. 5 GCSEs at minimum Grade C – to include Maths and English Language.

<p>HEALTH & SAFETY</p>	<p>It shall be the duty of every employee while at work;</p> <p>(a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and</p> <p>(b) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.</p>
<p>CORE COMPANY COMPETENCIES & KEY PERFORMANCE INDICATORS</p>	<p>Please refer to the 360 Competency Grid and select the relevant competencies by job role.</p>
<p>COMPANY VALUES</p>	