



Sevacare (UK) Ltd

Job title	Finance Apprentice
Grade/Pay scheme	£10,000 to £14,000 pa depending on experience
Reporting to:	Finance Manager
Hours of work:	Up to 35 hours per week
Location:	Wolverhampton, WV9 5HD

Role summary

Sevacare (UK) Ltd is one of the foremost providers of Home Support Services in the UK and has been operating for over 18 years. Due to our continued expansion, we are seeking to recruit a Finance Apprentice to join our rapidly expanding sales ledger team within our finance department.

Full in house training for the role will be provided, along with study support for AAT level 2 or level 3 depending on the candidate.

Principal Duties and Responsibilities

Duties will include, but are not limited to:

- creating sales invoices for local authorities and private service users;
- providing support to our credit controller to ensure the timely payment of invoices;
- preparing weekly reconciliations of electronic monitoring software;
- resolving issues with individual client accounts;
- posting sales invoices onto Navision;
- answering and directing telephone calls; and
- providing a full range of administration duties as and when required.

Skills matrix

The ideal candidate will have the following skills:

- a good educational background;
- advanced excel skills, or the ability to pick up the relevant skills in this area;
- good organisational skills;

- excellent written and verbal communication skills; and
- the ability to plan your own work and meet deadlines.

Full in house training for the role will be provided, along with study support for AAT Level 3.

How to apply

Please send a copy of your CV, along with a covering email to james.taylor@htftpartnership.co.uk