

Things you need to know:

Job Title:	Finance Apprentice – Higher level
Basis	Full Time – 37 hours
Salary:	£15,839
Status:	Permanent
Base:	Bryngarw
Accountable to:	Management Accountant/Head of Finance

Your Role:

You will be working as an integral part of the finance team and will be required to assist in day to day finance activities with principle responsibility for purchase ledger and supplier payments.

What will you be doing

- Processing sales invoices and credit notes, updating ledgers and maintaining customer accounts in a timely manner
- Ensure customer statements are sent out by working day 5 of each month and ensure they are up to date and contain the correct information.
- Process all supplier invoices in a timely manner so that the monthly management accounts have accurate information. Taking care to check the correct GL and cost centre codes are chosen, if unsure checking with budget holders. Ensure all DD payments have matching invoices entered and are matched off by the time month end occurs.
- Responsible for scheduling supplier payments and meeting those deadlines set, dealing with supplier enquiries, including the management of related BACS processes.
- Ensure any ad hoc payments requested are entered on the bank GL in Exchequer.
- Reconcile Barclaycard and pre-paid card expenses twice monthly for both companies, ensuring any reconciling items are dealt with in time for the next month end.
- Reconcile petty cash for central and libraries twice monthly, giving top ups where applicable and recording any expense and top ups accurately.
- Deal with all queries coming into the accounts inbox in a timely manner, but within 5 working days.
- Record any money received by cheque/cash in Exchequer and fill in paying in book details within 2 working days of receipt. Ensure the paying in book is taken to the bank at least every other day so that Awen is not keeping cash in the safe above petty cash levels for more than 2 working days. Including but not limited to B-leaf, Wood-B and Park Ranger's sales.

- Ensure month end duties are completed within agreed deadlines – including but not limited to - debtor & creditor checks, franking machine report and exchequer entry to P&L on usage, petty cash and credit card reconciliations.
- Responsible for the updating of prices and cost of sales information into the Electronic Point of Sale (EPOS) System at Bryngarw. Advise staff at B-leaf of anything they can do to correct errors but main queries should be directed to the EPOS provider that we pay for resolving any issues.
- Ensure accounts inbox is kept up to date, checking twice daily and that emails dealt with are filed straight away. Direct any higher level queries to correct person in finance team.
- Ensure paperwork is filed correctly including working papers so that the role can be easily picked up if absent.
- Provide scheduled and ad-hoc reports on financial processing using Awen's financial software.
- Assist with internal audits in the organisation and monitoring compliance with internal financial controls. Ensure advice given complies with internal controls and legislative obligations, if this cannot be done escalate to Management accountant or Head of Finance.
- Be available to assist the B-Leaf team with any excel/admin duties.
- Run central month end reports and send to Head of teams in timely manner.

General Duties and Responsibilities

- Be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- Uphold and integrate our purpose and values in all that you do.
- Ensuring that activities are completed in accordance with Awen's commitment to equalities and diversity and in line with best practice and legislation.
- This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the Trust.

The person:

Personal Qualities and Values

- Ability to work on own initiative as well as a key member of a team (E)
- Flexible and proactive approach and attitude (E)
- Enthusiasm and Drive to make things happen (E)
- Solutions focused and able to concentrate on achieving priorities (E)
- Ability to work under pressure and deliver outcomes to tight deadlines (E)

- A commitment to providing excellent customer service (E)
- Forward thinking and able to contribute to the development of Awen (D)

Skills and Abilities

- Able to organise work to meet deadlines (E)
- Good verbal and written communication skills (E)
- Good time management and ability to follow instructions (E)
- Strong administration skills with a methodical approach and attention to detail (E)
- Excellent ICT skills (E)

- Ability to deal carefully with sensitive and confidential information (E)
- Ability to work innovatively and creatively to initiate new developments (D)
- Excellent numeracy skills including collation and reporting of detailed financial data/reporting (E)
- Ability to speak Welsh (D)

Qualifications and Training

- A full driving licence and access to your own vehicle for work purposes (E)
- Formal ICT qualification or ability to demonstrate competence through experience (D)
- Working towards formal accountancy qualification e.g. AAT (E)

Knowledge and Experience

- Experience of working as part of team (E)
- Evidence and understanding of Awen's offer and services (D)
- Experience of dealing with financial transactions and cash handling (E)
- Experience of using a variety of ICT packages including Microsoft packages (E)
- Experience of recording accounting transactions and maintaining financial records (E)
- Experience of bank and project reconciliation.

E – Essential D- Desirable

Criteria tested by: I - Interview APP- Application Form AS - Assessment Cert- Certification

Conditions of your appointment

Medical Clearance

Any offer of appointment is subject to medical clearance.

References

Two satisfactory references of which one should be your last employer. Where possible, both should be from previous employers.

Probationary period

New staff appointed to Awen Cultural Trust will be subject to a 6 month probationary period.

What we can offer



Awen aspire to have a workforce that reflects the diversity of the communities we serve. Therefore, we welcome applications irrespective of gender, ethnic origin, religion, belief, sexual orientation, age or disability. We consider ourselves to be a family friendly employer, and offer various flexible working patterns.

We are committed to interviewing all disabled applicants that meet the essential criteria for the post. In addition, we will make reasonable adjustments and make our process accessible to disabled applicants. These are commitments that Awen have signed up to under the Disability Confident Scheme.

Applications are made through an online application form. If another accessible format is required, please email recruitment@awen-wales.com or call 01656 754825.