

**Accounts Assistant – Apprenticeship Opportunity**

Salary: £13,650 in year one, £17,550 in year two per annum plus pension, health plan, gym membership and study prospects. (Dependent on age).

Hours: Full time 37.5 hours a week including day release to attend college

Contract Length: Substantive

Holidays: 22 Days plus Bank Holidays plus birthday off

Based At: St Georges church, Water street, Wigan with visits to other sites across Wigan & Leigh.

Responsible To: Financial Controller & Data Manager

Accountable To: Queen’s Hall Action on Poverty Trustees

To Apply:

Closing Date: 31st July 2024

Interview Date: W/C 12th August 2024

**Job Summary**: The Brick is a charity with big aspirations and its local community at the heart of everything it does. We operate with our 3C’s values in mind, which stand for Courage, Compassion & Community.

Due to the expansion of the charity, a brand new and exciting role has become available that will provide an opportunity to develop your finance qualification & skills within the charity sector. With lots of exposure to the finance function & working closely with the financial controller, your role will involve assisting in financial duties such as processing supplier invoices, assisting in preparing the VAT return, counting and recording cash transactions, reconciling receipts & invoices using Xero software, exposure to year end audit and much more as you develop in your role. The successful candidate will be expected to enrol as an AAT level 2 or 3 apprentice and will receive study support from the financial controller, with day release available to attend college.

**Duties & Skills**

By the end of the apprenticeship, the successful applicant will have developed the skills to be able to:-

* Record transactional data.
* Use the organisation’s standard tools and processes to examine data to identify transactional issues such as, reconciliations and inconsistencies between invoices.
* Recognise and rectify routine errors, escalating as necessary.
* Plan and review accounting and finance tasks.
* Communicate with stakeholders to deliver accurate and timely results, avoiding jargon, using language tailored to the audience and different media methods with an appreciation of the risks and benefits to the business of social media and other digital applications.
* Use finance and accounting software packages to accurately input and manage data to contribute to routine accounting tasks.
* Handle data and digital technology in line with cyber and data security requirements, using data securely and safely, including backing up data.

**JOB REQUIREMENTS**

* Must have GCSE level 4 or equivalent in English & Maths.
* No previous experience required as all training will be provided.

**PERSON SPECIFICATION**

* Must be confident in using technology & not afraid to learn new software
* Good communication with colleagues and the wider community
* Eager to learn
* Flexible
* Organised
* Keen eye for detail, good at spotting errors
* Enjoys streamlining processes and making tasks more efficient

**PARTNERSHIP WORKING**

The Brick is committed to delivering Wigan Council’s Deal approach and as such we are asking for applicants who adopt the 3 core behaviours being; positive, accountable and courageous. We are looking for innovation and creativity, The Brick is not afraid to do things differently and pilot new initiatives to trial and test new ideas.

**OTHER**

**Health and Safety**

In line with Health and Safety and Lone Working Policies, take reasonable care of personal health and safety and the health and safety of colleagues, mentors and service users and other persons who may be affected by acts and omissions. Reporting any incidents and Safeguarding concerns in a timely and effective manner following the Wigan tier report system.

**Diversity**

Understand and implement The Brick’s Equality and Diversity Policy.

**Out of Hours**

You will be expected to undertake work in the early mornings, evenings and weekends to ensure full delivery. Be willing to undertake and assist in fundraising activities which may occur out of hours promoting fundraising for the Charity.

**General**

To be responsible to the Charity’s Management team.

**The post holder will be expected to:** Perform any other duties consistent with the broad objectives of the post. Participate in individual performance review and respond to agreed objectives. Attend and be an active participant in team meetings, team training and other internal meetings etc. Attend external meetings, forums, conferences, training etc. as required by Queen’s Hall Action on Poverty.

Being aware of professional standards expected in the service, in terms of holistic person-centred delivery, required ongoing personal and professional development. Maintain up-to-date knowledge of legislation, national and local policies, procedures, recommendations and guidelines. Take responsibility for ensuring that legal obligations regarding information which is processed for our beneficiaries, donors and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Confidentiality Policies. Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties. To undertake other such duties consistent with the post, as jointly agreed between the post holder and Queen’s Hall Action on Poverty. To at all times deliver the service in line with and adhere to the Policies and Procedures. To undertake other duties when required in order to aid in the smooth running of the project. To promote good communication within The Brick and the Charity as a whole.

*Queen’s Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults, In line with our Safeguarding policies. We will carefully select, train and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection policies.*