



*Are you passionate about Finance and eager to kickstart your career or looking for a career change? We are seeking a **Finance Apprentice** to join our team. This is a fantastic opportunity to gain and develop valuable skills while working with experienced professionals in the finance field. The role will be an integral part of a well organised team providing support to a busy Finance Department as well as the wider Company located across four offices.*

You will enjoy working in a busy, friendly, sometimes time pressured environment to meet a variety of deadlines. As well as working under the supervision of senior members of the team, we are looking for someone who holds the skills to work under their own initiative.

Your work will require you to confidently engage with other staff members across the business as well as being comfortable liaising with suppliers and clients in a professional but friendly fashion. We are looking for someone who will bring their personality and energy to the role. In addition, the successful candidate will be organised, numerically literate and inquisitive, have an attention for detail and take a pride in the quality of their work.

We are not just your average consultancy; we are a thriving, award winning multi-disciplinary firm that offers first class planning and engineering design services to a diverse range of clients throughout the UK. Our expertise spans various sectors, including Commercial, Residential, Health, Education, and Defence. We take immense pride in delivering exceptional engineering solutions, employing cutting-edge design technologies to consistently exceed our clients' expectations.

**Role:** Finance Apprentice  
**Location:** Plymouth



## What you'll bring to your new role as Finance Apprentice

- Excellent analytical skills alongside comprehensive written and verbal communication abilities.
- Exemplar attention to detail application in all elements of work.
- Confidence working independently or collaboratively and making informed judgements and decisions.
- High levels of integrity and professionalism.
- Possess a positive and professional manner.
- Active participant of the accounts team and the wider company, contribute to improvement of processes, quality and efficiency of outputs and outcomes.

## Your responsibilities as Finance Apprentice

- You will support the effective running of the Finance Department and help to ensure that the department produces its month end report pack in a timely and accurate manner.
- All aspects of accounts payable including posting and coding to nominal ledger, investigating and resolving queries, settlement of supplier accounts will be fulfilled
- Processing and payments of staff expenses and credit cards ensuring claims are made in accordance with Company policy.
- You will assist with the maintenance of the Company's project management system to help ensure that it is always up to date.
- Ensure that accounts payable transactions are processed in accordance with the Company's policies, procedures and guidelines and supported by appropriate documentation.
- Provide support to sales ledger function, assisting with invoicing and credit control.
- You will assist the management of Project Briefing Sheets and maintain accuracy and integrity of the project information held on Rapport 3.
- To provide holiday cover when required and with reasonable notice.
- Manage petty cash for the Plymouth Office.
- To provide timely and helpful support to queries and enquiries received from the other offices of the Company.
- To help ensure that Company resources are used efficiently and cost effectively and procured on competitive terms.
- Reconciliation of the purchase ledgers and petty cash accounts.
- General filing duties and maintenance of filing systems.
- Maintaining accuracy of nominal ledger.
- Ad hoc duties and reports as maybe required from time to time.
- Not to disclose or discuss staff, client or supplier information that may come into your possession that is confidential or potentially sensitive with anyone other than members of the accounts team or directors.
- At all times deal with the Company clients, suppliers, and personnel in a professional and courteous manner.
- Within reason and by prior agreement to undertake training or personal development as appropriate to the current and future requirements of the post.
- To ensure that all duties and responsibilities are completed in a timely and accurate manner in accordance with the monthly timetables.

## What's on offer for you

- Competitive salary and 27 days annual leave FTE.
- Flexible Working
  - Hybrid working
  - Core hours
  - Monthly Flexi-Day
- Holiday purchase scheme.
- Salary sacrifice schemes for pension and cycle to work schemes.
- Company pension scheme with generous employer contribution
- Access to Continuing Professional Development through our Learning Pathways Programme
- Life Insurance and Income Protection
- Access to wellbeing services through the employee assistance schemes.
- Company funded social events.
- Free parking.
- Enhanced family friendly policies.
- Opportunity to work for an award-winning forward-thinking people first organisation genuinely committed to providing a positive work experience to all its staff.
- Guided support and education towards AAT qualification

Applicants should provide a CV with covering letter to our People and Development Manager, Kirstie Williams, by email to: [k.williams@jubb.uk.com](mailto:k.williams@jubb.uk.com).