

JOB DESCRIPTION

Job Title: Finance Apprentice

Report to: Senior Finance Officer

Purpose of the Job

The Finance Apprentice will support the Finance Team in delivering an efficient, accurate, and customer-focused finance service across Drive.

The role is designed to provide practical workplace experience that complements the knowledge, skills, and behaviours required by the Association of Accounting Technicians (AAT) qualification. The apprentice will progressively develop their understanding of accounting principles, financial systems, bookkeeping, management accounting, financial reporting, business finance, ethics, and professional conduct.

The apprentice will work towards achieving an AAT qualification while gaining experience across all areas of the finance function, supporting Drive's commitment to strong financial governance, internal controls, and continuous improvement.

Duties and Key Responsibilities

Bookkeeping and Accounting Records

- Process financial transactions accurately and promptly.
- Maintain accounting records in accordance with Drive's finance policies and procedures.
- Learn and apply double-entry bookkeeping principles.
- Assist with journal entries, accruals and prepayments.
- Support reconciliations of accounting records.
- Ensure all transactions are appropriately authorised and recorded.

Purchase Ledger

- Process supplier invoices accurately.
- Verify invoice coding and approvals.
- Assist in preparing payment runs.
- Resolve supplier queries in a professional manner.
- Support the maintenance of supplier accounts.
- Learn VAT treatment

Sales Ledger & Income

- Assist with raising invoices for local authorities, commissioners, tenants and other customers.
- Post and allocate receipts.
- Support credit control activities.
- Assist with debtor management and payment monitoring.
- Follow up outstanding debts in line with Drive procedures.

Bank & Cash Management

- Assist with daily banking activities.
- Support bank reconciliations.
- Record cash and cheque receipts where required.
- Assist with monitoring financial controls around cash handling.
- Support reconciliation of service user monies and appointee accounts.

Financial Administration

- Assist with processing staff expense claims.
- Support administration of company credit cards, Barclaycards and Soldo cards.
- Maintain accurate filing systems and electronic records.
- Process finance-related correspondence.
- Prepare financial documentation and reports.

Management Accounting Support

As knowledge develops through the AAT programme, the apprentice will:

- Assist with month-end procedures.
- Support balance sheet reconciliations
- Assist with budget monitoring activities.
- Support variance analysis exercises.
- Produce basic financial reports.
- Assist with the preparation of management information

Spreadsheet & System Administration

- Develop strong Microsoft Excel skills.
- Create and maintain spreadsheets used by the Finance Team.
- Learn to use Drive's finance systems and associated management information systems.
- Support system improvement and data cleansing exercises.
- Produce accurate reports from financial systems.

Apprentice Learning Responsibilities

The Finance Apprentice will:

- Attend all apprenticeship training sessions and college learning.
- Complete coursework and assessments within agreed timescales.
- Maintain evidence for apprenticeship reviews.

- Participate in regular progress reviews with the training provider and line manager.
- Apply learning from the AAT syllabus in day-to-day work activities.
- Demonstrate continuous improvement in technical accounting knowledge.

AAT Learning Alignment

The role has been designed to provide experience across key AAT subject areas including:

Level 2

- Introduction to Bookkeeping
- Bookkeeping Controls
- Principles of Costing
- Business Environment

Level 3

- Financial Accounting
- Management Accounting Techniques
- Tax Processes for Business
- Business Awareness
- Ethics for Accountants

Level 4

- Financial Statements
- Budgeting
- Management Accounting
- Internal Controls
- Decision Making
- Professional Ethics
- Accounting Systems and Processes

These learning areas will be supported through structured work experience within the Finance Team

General & Professional Responsibilities

- Comply with all Drive policies and procedures.
- Maintain confidentiality in accordance with GDPR requirements.
- Promote Drive's values and behaviours.
- Work collaboratively with colleagues across the organisation.
- Ensure accuracy and attention to detail in all work undertaken.
- Maintain high standards of professionalism and customer service.
- Undertake any other reasonable duties appropriate to the role.

Person Specification

Essential

Qualifications

- GCSE Grade 4/C or above in Mathematics and English (or equivalent).
- Commitment to studying towards an AAT qualification.

Knowledge and Skills

- Good numerical ability.
- Basic IT skills including Microsoft Office.
- Good written and verbal communication skills.
- Ability to organise workload effectively.
- Strong attention to detail

Personal Attributes

- Enthusiastic and willing to learn.
- Honest and trustworthy.
- Professional and confidential.
- Positive attitude towards continuous development.
- Ability to work as part of a team.

Desirable

- A-Level, BTEC or equivalent qualification in a business-related subject.
- Previous office administration experience.
- Experience using spreadsheets.
- An interest in finance, accounting or business management.

Career Progression

Successful completion of the apprenticeship may provide opportunities to progress into roles such as:

- Finance Assistant
- Finance Officer
- Assistant Accountant