**Accounting Apprentice**

**CHC GROUP (formerly Cumbria Heating Components)**

**Kendal.**

**Start your finance career with this apprenticeship opportunity at CHC Group (formerly Cumbria Heating Components).**You will work in our finance team in Kendal and you will have the opportunity to gain experience while earning and attending a course of study at Kendal College.

Established over 40 years ago, CHC Group have six branches throughout the North West supplying a wide range of heating components. We also supply and manufacture water booster and pressurisation sets.

The purpose of this role is to assist in the provision of a well-qualified financial service to the Company and you will develop your skills and knowledge within finance while also obtaining the highly respected Association of Accounting Technicians (AAT) qualification. This is a varied role within the Head Office of a family run firm.

**We are looking for someone who would like to start a career in finance or to continue their development in finance - so if you are completely new to accounts or if you have already completed some AAT levels then we are interested to hear from you.**

The job is likely to evolve over time due to the changing needs of the business, however key responsibilities are:

**Purchase Ledger**

* Checking invoices to purchase orders and inputting to Opera
* Filing supplier invoices, delivery notes and purchase orders
* Assisting with the monthly payment of all supplier invoices
* Opening new purchase ledger accounts on Opera
* Making credit card payments for all branches as necessary
* Checking supplier statements
* Reconciling Credit card statements and inputting to Opera
* Liaising with branches to resolve any purchase invoice issues
* Handling any purchase ledger queries from other companies
* Creating new stock codes

**Sales Ledger**

* Progressing sales delivery notes to invoice
* Emailing/posting invoices
* filing sales invoices and delivery notes for all branches
* Raising credit notes
* Raising profit sheets
* Checking month end figures match to profit sheets
* Filing quotes and maintaining the filing system
* Taking and processing payments
* Handling sales ledger queries
* Checking sales delivery notes are ready to invoice

**General**

* Assist in yearend closings
* Assist with the annual stocktake
* General filing and assisting with archiving
* Answering the phone
* Assisting with interbranch transfers, parts and labour adjustments
* Checking and monitoring overhead spending
* Stock adjustments
* Bank statement reconciliation
* Completing business forms
* Claim back and rebate credits - chasing up and processing
* Covering other office roles as necessary due to absence or holidays
* Use of Excel spreadsheets

**Your Training Provider and Qualifications**

Your training provider will be Kendal College and you will be supported to complete the following training:

* AAT Level 2 Foundation Certificate in Accounting
* AAT Level 3 Advanced Diploma in Accounting
* AAT Level 4 Professional Diploma in Accounting

Currently the AAT course at Kendal College runs on a Tuesday evening 5pm - 9pm and you would leave work slightly earlier that evening to attend.

For more information about the AAT course please visit the Kendal College or AAT Websites.

**Your salary and benefits**

As an employee of CHC Group, you will receive:

* Apprenticeship minimum wage, increasing from Year 2 subject to completion of probationary period.
* 20 days annual leave (plus Bank Holidays)
* Access to our Company pension scheme
* All AAT study course fees and study materials

**Prospects**

We envisage a full-time role in our Head Office accounts section for the right person.

Minimum qualifications to study the AAT course are 4 x GCSEs at Grade 9-4 (A\*-C) including English and Maths either achieved or predicted for August 2022.

**Skills**

* Keen to learn and work
* Strong numeracy skills
* A genuine interest in a career in finance
* Methodical approach and attention to detail
* Good communication skills
* A friendly and helpful attitude
* Happy working in a team but also able to work unsupervised

**Hours of work**

Full-time, Monday to Friday 9am to 5pm (with an early dart on college night).

Expected Start date: As soon as possible and preferably prior to college starting.

**How to apply**

Please send your CV to [jane.burrow@chcgroup.co.uk](mailto:jane.burrow@chcgroup.co.uk) with a covering letter explaining why you are interested in a career in accountancy and in this job in particular, to help us understand more about you and your skills and experience.

Job Types: Full-time, Apprenticeship

Salary: £4.81-£9.50 per hour

Benefits:

* Casual dress
* Company pension
* Employee discount
* On-site parking

Application deadline: 18/04/2022