



Apprentice Accounts Assistant H&H Group Services

Job Title: Apprentice Accounts Assistant - H&H Group Services

Reporting to: Senior Management Accountant

Overall Job Purpose:

To contribute to the smooth running of H&H Group Services accounts department, ensuring all accounting deadlines are adhered to. To provide an effective and efficient service to the trading divisions, aiding the department to move forward and become more dynamic and efficient.

Job Description

Primary Accountabilities

1. To acquire the necessary skills in order to undertake the role of Apprentice Accounts Assistant which will include the following:
 - Assisting with the sales ledgers on behalf of the Group and its trading divisions.
 - Banking and allocation of receipts on a daily/weekly basis and assisting with the bank reconciliations.
 - Assisting with the production of the monthly management accounts for the Group and its trading divisions.
 - Collating, inputting and processing data on Sage 200 and Excel as required.
 - Assisting the Purchase Ledger team as required
2. To undertake administrative duties as required, which may include the following:
 - franking daily mail
 - company vehicle administration
 - answering telephone calls and customer liaison
 - managing the stationary requirements for Group Services
3. To undertake the apprenticeship programme which will include on-site assessment, evidence gathering and regular meetings with a dedicated assessor.
4. To understand, and adhere to the Group's Health and Safety policy, and Emergency and Fire procedures.
5. At all times to work in accordance with the H&H Group values and to encourage working practices within the team to support those values.

Secondary Accountabilities

- Providing ad hoc administrative assistance to other members of the group services team as required.
- Other ad hoc duties that the employer determines fall within the job holders' capabilities.