

Graduate Finance Trainee

Job Description



Position: Graduate Finance Trainee

Reporting to: Group Financial Controller

Location: Cheadle Hulme Manchester

Job Purpose: The position of Graduate Finance Trainee will be responsible for providing support and assistance to the central Head office Finance Team. It is a new role to support the growth and development of the group, working alongside a team of established Finance specialists. You will be responsible for managing sales and purchase ledgers and inter-company invoices initially in Excel and Word, dealing with internal and external queries that arise. You will support with group banking – BACS, credit card receipts and dealing with foreign currency accounts, alongside providing wider support to the Head office team.

Rate of Pay and Benefits: Salary offered will be commensurate with relevant experience and the level of responsibility undertaken in the post. Benefits include membership of the Group Auto Enrolment Pension Scheme (subject to certain eligibility criteria) and up to 25 days paid annual leave.

Key Responsibilities

The key responsibilities of the post are:-

1. Raising various sales ledger and inter-company invoices in various currencies
2. Banking - posting cash, cheque, BACS & credit card receipts including foreign currency accounts.
3. Dealing with internal & external sales ledger queries.
4. Assisting with the resolution of purchase ledger queries.
5. Printing, preparation & processing of purchase ledger invoices.
6. Setting up payments for Purchase Ledger suppliers and general ledger payables.
7. Administration support
8. Other ad hoc tasks as required.

Experience

The successful candidate should be able to demonstrate:

- Strong organisational skills and a methodical approach and able to meet strict deadlines.
- Computer literacy, familiar with Microsoft office.
- Good logical mathematics/problem solving skills.
- Sound personal qualities such as communication skills, the ability to work in a team environment, self-motivation, enthusiasm and ability to work under pressure. They should exhibit pride in performance and possess high standards in the provision of service to all stakeholders.

This document is a guide only. The employee must undertake any other duties as may be reasonably assigned by Management, from time to time.