

## Job Description

### Finance Apprentice for the Diocese of Blackburn

#### **Reporting to:**

The Financial and Management Accountant

#### **Purpose of the post**

To be trained to perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable and receivable transactions, and bank reconciliations

#### **Main Job Tasks and Responsibilities**

- input purchase invoices
- post transactions
- monitor accounts to ensure payments and receipts are up to date
- research and resolve invoice discrepancies and issues
- create sales invoices
- reconcile bank and debtors accounts
- assist with month end closing
- input parish data as required
- assist in the validation of data
- follow up and, where possible, to reconcile incomplete, inaccurate or inconsistent data
- complete a level 2 AAT qualification
- support the finance team with admin tasks

#### **Education and Experience**

- GCSE Maths and English
- proficient in data entry and management

#### **Key Competencies**

- organizing and prioritizing
- attention to detail and accuracy
- confidentiality
- judgment
- communication skills
- information management skills
- problem-solving skills
- team work
- ability to meet deadlines

**Closing Date** - Friday 2 September 2022