



Business Administration Apprentice Job Description

Job title: Business Administration Apprentice

Responsible to: Accounts Manager

Purpose of the job: The Business Administration Apprentice will have a range of duties in their own area assisted by a manager. They are expected to work both with supervision and independently. The Business Administration Apprentice will be involved in managing our day-to-day accounting processes, as well as general office administration duties.

Qualification on offer: City & Guilds Business Administration Level 3

Length of Contract: 18 months

Duties:

1. Creating and managing purchase orders as part of the inventory process
2. Assisting in filing of VAT and Company accounts
3. Daily invoicing and reconciliation
4. Managing monthly checks on customer accounts to ensure billing is being carried out accurately
5. Managing email inboxes for general queries
6. Overseeing the general smooth running of the office
7. Providing support to the Office and Compliance Administrator

Skills:

An AnyIT Apprentice is expected to bring with them the following skills and a willingness to develop them further:

- 1) **Good Communication Skills** - Building good relationships is fundamental to the delivery of services
- 2) **Organisational Skills** - The ability to manage your own workload and to work to team and project deadlines

3) **Teamwork and Cooperation** - The ability to work flexibly in a team and contribute to a supportive work environment

4) **Adaptability and flexibility** - Apprentices work in fluid, fast-paced & exciting environments. These skills are vital to responding to situations in the workplace

Summary:

This is a fantastic opportunity to develop your skills and experience by working as a AnyIT Apprentice. Apprenticeships give you the opportunity and support to develop new work-placed skills in an organisation committed to your professional success.

As a AnyIT Apprentice, you will fully commit to the 20% off-the-job training requirements of the post alongside your normal day-to-day job. The post holder will complete a course of study and/or all learning and development requirements of the role.

An AnyIT Apprentice is expected to engage with the additional opportunities developed specifically for AnyIT Apprentices. As an AnyIT Apprentice, you will use the support on offer to maximise the benefits to your professional development.

You will have the opportunity to participate in a supportive environment to develop the behaviours, knowledge and professional skills required of the role and the team. You will commit to your professional development plan, set out at the beginning of your Apprenticeship.

AnyIT Apprentices are expected to take ownership of the tasks & projects set out by their line manager. Apprentices understand the importance of managing both professional and learning responsibilities.

Application deadline: 18/8/2021

Expected start date: End of August 2021

Job Type: Full time contracted

Hourly Rate: £6.50 per hour

If you would like to apply, please email your CV and a covering letter to gary@anyit.com