



APPRENTICE IN

Finance (Transactional)



This programme provides your first taste of a career in finance and accounting – with a twist. You'll learn how to invoice, how to maintain a ledger and allocate payments, how to create and issue detailed reports, how to pay suppliers and reconcile statements, and how to administer credit cards and monitor spend – but you'll be doing it for an organisation protecting the UK's interests around the world.

No matter if you're a school-leaver, career-changer, or simply interested in this area, you'll enjoy a competitive salary and paid qualifications, while getting hands-on experience with all sorts of teams. Accounts Receivable. Accounts Payable. Billing. Card Services, including Expenses Audit. And as you learn how to balance the books – and how to balance your work and your studies – you'll be doing something that really counts. After all, you'll be helping us to provide value for money for taxpayers everywhere. So, if you're ready to make an impact even as you learn, then know this: your future just got bigger.

YOUR PROGRAMME

If successful, you'll start your apprenticeship and attend college one day a week, studying towards your Level 2 AAT Foundation Certificate in Accounting. On other weekdays, you'll be placed with one of our finance teams, where you'll take on real tasks and learn as you work.

KEY FACTS

- Level 2 apprenticeship
- Based at Hanslope Park, Milton Keynes
- Starting salary: £19,749 plus £1,750 location allowance
- Salary upon qualification could be in the region of £20,500
- 18-month programme – with a potential career at the end
- Combination of practical work and study
- Studying for a Level 2 AAT Foundation Certificate in Accounting
- Applicants need:
 - Min. two GCSEs (or equivalent, e.g. O Levels) at grade 9-4 (A*-C) in Maths and English
 - A genuine interest in finance and accounting
 - British Citizenship, having lived in the UK for the last three years before the first day of your apprenticeship
 - To be at least 16 years old by mid June 2021.
- Candidates will need to undergo Security Check (SC) clearance before joining



What kind of tasks could you do? Well, it might include transactional activities across any of the following:

- Accounts Payable: reconciling supplier accounts, paying invoices and reporting
- Billing: setting up and maintaining projects so that they're ready for invoicing the customer
- Accounts Receivable: maintaining our general ledger, sending out invoices, allocating payment, chasing debt and reporting
- Card Services, including Expenses Audit: administration of around 1000 credit cards and 200 Government Procurement Cards from across the organisation, auditing expenditure and reporting

Throughout the programme, you'll be assessed in a number of ways. You'll have regular visits at work where an assessor will take a look at your progress. They'll also support you to gather evidence through observations and professional discussions. Finally, there's your college exams for the Level 2 AAT Foundation Certificate in Accounting. And of course, throughout the whole process, our team will be there to see you through, helping you manage your workload and achieve your potential.

COMPLETING YOUR APPRENTICESHIP - AND BEYOND

If you successfully complete the apprenticeship, you'll gain your Level 2 apprenticeship qualification, incorporating a Level 2 AAT Foundation Certificate in Accounting. But where to next?

Once you've completed your apprenticeship, you'll have a range of options to make your future bigger. We'll do our best to find you a permanent position with us, and your most likely starting point is as a Transactional Support Officer in one of the teams you've worked in. From there, you'll be able to explore your interests, develop your skills further and set your sights on realising your ambitions.



It takes a diverse team to protect a diverse world.

