



FCDO Services

APPRENTICESHIPS IN

# Finance (Transactional)

Begin a finance and accounting career, with a big difference. Learn how to invoice, maintain a ledger, allocate payments and create and issue detailed reports. Find out how these skills can help protect the UK's interests around the world. And along the way, you might just discover exactly what you're capable of, as you study towards a Level 2 AAT Foundation Certificate in Accounting to become a fully qualified professional.

**IT TAKES A DIVERSE TEAM  
TO PROTECT A DIVERSE WORLD**

**VISIT OUR WEBSITE**  
[FCDOSERVICESCAREERS.CO.UK/APPRENTICESHIPS](https://fcdoservicescareers.co.uk/apprenticeships)

## APPRENTICESHIPS IN FINANCE (TRANSACTIONAL)

Not every apprenticeship offers this much opportunity to make a vital impact. Open to school-leavers, career-changers and anyone who wants to progress their interest in accounting, this programme is your first taste of a finance career with a twist. Because, as you learn everything from how to pay suppliers and reconcile statements, to how to administer credit cards and monitor spend – you'll be doing it for an organisation that works with government-level customers, worldwide.

### KEY FACTS

- Level 2 apprenticeship, working towards a Level 2 AAT Foundation Certificate in Accounting
- Based at Hanslope Park, Milton Keynes, with the flexibility of hybrid working depending on business need
- 15-month programme – with a potential full-time role at the end
- Combination of practical work and study
- Open to all ages, but you will need:
  - Two GCSEs (or equivalent e.g. O levels) including Maths and English grades 9-4 (A\*-C)
  - Numerical and analytical skills, and IT literacy
  - A genuine interest in finance and accounting
  - British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship (aiming to start September 2022), and for at least five of the last ten years
  - To be at least 16 years old by 30 April 2022 so you can complete Security Check (SC) clearance before your start date
- Candidates will need to undergo Security Check (SC) clearance before joining.

As well as a competitive salary and fully-funded qualifications, you'll get hands-on experience in all sorts of teams. Accounts Receivable. Accounts Payable. Billing. Expenses. And as you learn how to balance the books – and how to balance your work and your studies – you'll be doing work 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 as you learn, your future just got bigger.

### YOUR PROGRAMME

If your application is successful, your apprenticeship will involve attending college for one day a week, as you study towards your Level 2 AAT Foundation Certificate in Accounting. On other weekdays, you'll be placed in one of our accounting teams, where you'll take on real tasks and learn as you work.

## APPRENTICESHIPS IN FINANCE (TRANSACTIONAL)

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 they're ready for invoicing our customers
- Accounts Receivable: maintaining our general ledger, sending out invoices, allocating payment, chasing debt and reporting
- Corporate Credit Card and Expenses: administration of around 500 credit cards 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 qualification. 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 AAT Foundation Certificate in Accounting. But where to next? 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 and set your sights on what you want to accomplish next.

Website: [fcdoservicescareers.co.uk/apprenticeships](https://fcdoservicescareers.co.uk/apprenticeships)

Email: [fcdoservices.recruitment@fcdo.gov.uk](mailto:fcdoservices.recruitment@fcdo.gov.uk)

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