

Want to join the Sapphire team?

Apply today!



Role title	Accounts Apprentice
Hours of work	Monday - Friday 9:00am - 5:30pm
Salary	£10,000 + 20 days holiday
Apprentice duration	18 months
Apprenticeship level	Advanced Level Apprenticeship
The Person	<p>Desired skills</p> <ul style="list-style-type: none">• Excellent Communication Skills• IT skills• Time Management and the ability to work to deadlines• Problem solving skills• Interpersonal skills• Willingness to develop and learn new skills <p>Personal qualities</p> <ul style="list-style-type: none">• Be committed to working towards a career in accountancy• Have a very strong bias towards customer service• Be very confident, highly self-motivated and comfortable with challenging others• Be gregarious, engaging and keen to learn• Be able to work very well (and enjoy working) under pressure• Be ambitious and keen to embrace new challenges <p>Desired qualifications</p> <ul style="list-style-type: none">• Good standard of general education• GCSE's A - C in Maths and English or equivalent

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Sapphire
CLEAR CUT THINKING



<p>Why Sapphire?</p>	<ul style="list-style-type: none"> • Employee-owned company • Minimum 34 days holiday (rising with service) including birthday off • Monthly team get togethers • Company incentive targets • Annual incentive trips (previously Las Vegas, Barcelona, New York and more) • Brand New office with games room, bar and flexible working space • Fresh fruit daily • Employee Healthcare membership
<p>Role purpose and characteristics</p>	<p>The individual will have a varied role in the business. The role will be demanding and will suit a confident individual who is keen to learn and determined to progress. The apprentice will assist the team in filing VAT returns, self-assessments, bookkeeping, accounts preparation & ongoing admin tasks. All training will be provided on the job.</p>
<p>Main Areas of Responsibility</p>	
	<p>Principal Responsibilities; to deliver a structured accounting service to customers including the following:</p> <ul style="list-style-type: none"> • Purchase new client limited companies • Bank reconciliations weekly
<p>Vacancy description</p>	<ul style="list-style-type: none"> • Register the company for all relevant taxes • Secure company information from clients each quarter in order to prepare quarterly management accounts • Basic Bookkeeping • Prepare VAT returns • Sales and Purchase ledger management on Excel and Sage <p>For applicants who successfully complete the apprenticeship, there is opportunity for progression within the organisation.</p>