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## Finance Apprentice

**Salary:** £11,544 pro rata

**Location:** Ashford, Kent

**Contract:** Fixed-Term, Full or Part-Time (min. 4 days/week)

**Reports to:** Financial Controller

### Job Purpose:

To support the Finance team in providing an efficient and streamlined service to the Charity with regards to all Finance-related tasks, ensuring compliance with all CXK standards.

### Main duties and responsibilities:

- Assist Sales Ledger by raising Sales Invoices and Sales Credits in line with Customer Purchase Orders (POs).
- Assist in the chasing of overdue payments from customers
- Assist Purchase Ledger by Receiving and checking Purchase Invoices against POs
- Checking Invoices for accuracy and raising questions and queries.
- Help with the raising of POs
- Help in posting invoices to the accounts system
- Reconciling customer accounts (invoices & payments received)
- Reconciling supplier accounts (invoices & supplier payments)
- Assist in the checking and input of staff expenses
- Assist Payroll in the gathering of input information monthly
- Reconciling bank accounts to ensure all transactions accurately reflected
- Answering phone calls to the Finance Team.
- Offer support and be keen to take on any ad-hoc tasks to boost own accounting knowledge and experience
- Undertake a Level 2 Finance/Accountancy Apprenticeship and apply learning and best practice to the role

**All appointees will be subject to a standard DBS Check.**

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## Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>		
Maths and English GCSE grade C or above (or equivalent)	X	
A commitment to undertake all necessary training for the role	X	
<b>Knowledge and Experience</b>		
Experience in an administrative environment		X
Experience in a Finance environment with the use of database and finance systems		X
Experience in a customer facing role		X
Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word and PowerPoint	X	
<b>Personal Skills and Attributes</b>		
High level of organisational skills, <b>efficient</b> and results orientated with good time management.	X	
Ability to work constructively as part of a team and independently. Creative and driven. Can display <b>innovation</b> .	X	
Ability to build effective and professional relationships with partner agencies and organisations. <b>Transparent</b> and personable. Confident and <b>passionate</b> about inspiring people.	X	
Trustworthy and <b>honest</b> . Can be relied upon to work with <b>integrity</b> to support the wider team's success.	X	

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Excellent interpersonal and communication skills, able to build effective relationships with a wide variety of people	X	
Ability to effectively evaluate own performance in light of feedback	X	
Flexible and adaptable	X	
<b>Other</b>		
Full driving licence and use of a vehicle	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to a standard DBS check.	X	

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