

**Job Title: Apprentice Accounts Assistant**  
**ID Number: BDE-Apprentice Accounts Assistant**

**Reports to: Accountant**

## **1. Background and Job Purpose:**

This exciting role, reporting to the B&D Energy Accountant, will provide a comprehensive financial support function to B&D Energy. Including:

- To support effective and efficient recording of transactions.
- To support in maintaining accounting systems and control accounts.
- To provide timely and accurate financial information in line with IFRS.
- Support the Accountant in preparing monthly management accounts.
- Utilises relevant office and accounting software packages (Sage 50) to input and manage data accurately.

## **2. Specific Accountabilities of the Role** **Key Responsibilities:**

- Sales reconciliation on a monthly basis, agreeing balances with customers and collection of funds (residential and commercial).
- Keep a track record of bad debts and actions from monthly meeting.
- Processing of purchase orders and maintaining a record of quotes. Reporting on a quarterly basis on large expenditure items to Ops manager.
- Assist ops manager on retrieving quotes on purchases.
- Assist in carrying out internal audits on new developments and checking accuracy of information entered.
- Assist in reconciling supplier statements on weekly basis.
- Providing support and assistance during the year end audit.
- Liaise with customers and third-party suppliers, always providing a high level of communication.
- Liaise with Mabdeck on issues relating to billing/monthly reports and keeping revenue team informed.
- Balance sheet reconciliation and monthly end processes.
- Maintain the fixed asset register and perform quarterly depreciation computations.
- Assist in inter-company ledger reconciliations.
- Assist in maintaining the Fuel register and reconciling to supplier invoices.
- Assist Ops manager with timesheet reconciliations.
- Assist in weekly check on supplier control accounts.
- Assist in liaising with bank on issues relating to card payments and credit card controls.
- Assist HR build and maintain customer satisfaction with the services offered by the organisation in line with company policy, regulation and practice.

### **3. Key skills and abilities:**

- Experience with Excel is essential.
- High attention to detail and good numeracy skills.
- Ability to communicate effectively with others at all levels both internally and externally.
- Integrity and honesty.
- Knowledge of Sage 50 would be advantageous.
- Ability to use your own initiative, working both independently and as part of a team when required.

### **4. GENERAL CONDITIONS**

#### **General Accountabilities and Responsibilities**

##### **Confidentiality**

The post holder will be expected to maintain the complete confidentiality of all material and information to which they have access and process.

##### **Data Protection**

The post holder must obtain, process and/or use information held on a computer in a fair and lawful way: to hold data only for the specified, registered purposes and to use or disclose data only to lawful persons or organisations as instructed.

##### **Corporate Governance**

The post holder must at all times act honestly and openly and comply with relevant corporate governance requirements, company law, employment legislation, standards of business conduct, codes of openness and accountability and other statutory requirements.

##### **Equal Opportunities**

To ensure that all duties of this post are carried out so that they conform to good equal opportunities practice in line with the organisation's Equality & Diversity related policies. The post holder should ensure their actions support equality and diversity at all times and adhere to the legal requirements of the Equality Act 2010 and all other Equalities legislation as it is enacted.

##### **Health & Safety**

Under the Health & Safety at Work Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the organisation and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks, or potential hazards.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change considering developing organisational and service needs and wherever possible change will follow consultation with the post holder.

#### **4. Qualifications and Duration**

Apprentices will be required to take one of the professional qualifications listed below, as chosen by the employer to be most relevant to the job role:

AAT Level 2 Certificate in Accounting

English and mathematics

English and Maths GCSE Grade 4-9 or English and Maths Grade 3-2 which will then require Functional Skill in both English and Maths to be completed alongside the apprenticeship.

You will be expected to attend further training courses as necessary.

How to apply:

For more information and the chance to be considered, please do send through a CV with a covering letter to [accounts@bdenergy.org.uk](mailto:accounts@bdenergy.org.uk) before 29/08/2023.

To discuss the role at a convenient time, please email with your name and mobile number to [nishul.maru@bdenergy.org.uk](mailto:nishul.maru@bdenergy.org.uk) before 23/08/2023.

***Good Luck!***