

Apprenticeship Overview - Accountancy Technician

Hours per week: 35	Programme Duration: 19 months
Location: Edinburgh	Qualification: Accountancy Technician L4
Salary: £25,020	Apprenticeship Provider: BPP

The Job

You'll learn:

How to apply your role within a business framework, understand the systems and processes used, as well as standard accounting and tax practices.

You'll also:

- Undertake reconciliations, accounting, Management Information and control activities to support the ledger close, reconciliation, substantiation and reporting
- Support change initiatives, process improvements and in system implementations
- Prepare month-end accounting, such as journals preparation, reviews and account reconciliation
- Investigate process or system issues
- Support systems testing, such as user acceptance testing and system or process improvement initiatives

The Skills You'll Need

We're looking for people with a passion for learning and high levels of determination, motivation, and drive to succeed. You'll have strong communication, stakeholder management and interpersonal skills with the ability to build, maintain and enhance relationships at all levels.

You'll also need:

- The ability to maintain a strong customer focus.
- An innovative and creative mindset
- Good problem-solving skills and a proactive and inquisitive mindset, with the ability to challenge and offer solutions
- An analytical, numerate, and logical skillset with the ability to adapt well to change
- Good planning and organisational skills with the ability to prioritise and manage your time effectively

The Business Area: Group Chief Operating Office – Finance

Our customers expect their money to be well managed. We help our colleagues to make clear decisions while developing the right long-term financial strategy.

We tie together all of the Group's financial activity so we can make, spend and invest money wisely. We manage our balance sheet, report on our financial performance, and make sure we're making the right decisions for our customers.

