

SERTEC APPRENTICESHIP VACANCY

Business Apprenticeship (level 3) - Commercial and Finance x 2

Site: Wincaster house

Responsible to: Group Commercial Director and Finance Controller.

Working Hours: 39 hours

Expected Apprenticeship Duration: 18 months

Possible Start Date: 3rd September 2018

Who are Sertec?

Sertec has proven world class performance supplying quality parts to world class customers within the automotive industry. Our exceptional success is based upon our constant awareness that our people are our most valued resource and we work together to be the best at what we do!

Today we are one of the largest independent manufacturers of presswork and assemblies in Europe, producing and distributing in excess of 4 million parts per week across several sites in the UK, Europe and Asia; employing over 2400 people.

We believe in:

- Being the best at what we do, as individuals and as a company
- Empowering our staff to drive the business
- Being responsive and continuously exceeding our customer expectations
- Working together to achieve our shared mission
- Providing a positive environment, that is more than just a place of work.
- Being committed to the brand and our values, and continually investing in our staff their development.

What does a Sertec Apprenticeship involve?

A Sertec Apprenticeship offers a structured development programme within the automotive supply chain. The successful candidate will complete a nationally recognised qualification; providing the theoretical background to your work, whilst undertaking a number of placements across our Commercial and Finance departments.

You will:

- Complete a programme of training within the Commercial and Finance departments, focusing on specific key areas of the business.
- Attend any required training activities (internal or external), that support your overall development towards the apprenticeship and role.
- Attend regular progress review meetings with assessors and workplace supervisors.
- Record and reflect upon all training activities to support the evidencing of our training and the population of a Portfolio/ Project as required by your apprenticeship and training provider.

The Training will enable you to:

- Autonomously utilise Sertec IT system and input and maintain data related to the department. Look for opportunities to improve the system where necessary.
- Build accurate documentation such as email and reports to support the business requirements.
- Liaise with internal and external stakeholders to ensure that any queries are dealt with quickly and effectively.
- Analyse and present data effectively, to support department and business decisions.



A Sertec apprenticeship will allow you to make a real difference to the continued success of the company and will provide you with opportunities to develop your skills. We are committed to the ongoing development of all our employees, so an apprenticeship is only the start!

Upon the successful completion of your apprenticeship you may have the opportunity to progress onto further qualifications to support your career advancement.

Why choose a Business Apprenticeship with Sertec?

Sertec Apprentices will be provided with numerous opportunities to develop, throughout the programme and beyond. During the programme you will be supported by dedicated mentors as you undertake a variety of placements across the departments, allowing you to learn directly from the experts. You will also gain industry recognised qualifications alongside hands-on experience within the automotive industry.

Our Commercial department is made up of two functions: Commercial and Purchasing and together they are one of the most crucial functions of a business. Commercial is the identification and development of business opportunities and the profitable management of projects and contracts, from inception to completion. Our commercial department are solely responsible for quoting new work, in fact, they quoted over 2300 quotes in 2017. Purchasing is the process of buying goods and services from external sources for the company; they are responsible for buying raw materials, spare parts, services etc. to keep the business operating. Without these two functions Sertec could simply not exist.

Our Finance department is the glue that holds all the departments together. The main duties of the Finance Department include: controlling expenditures and obligations (including operating expenses, debt, payroll) receipting and depositing all revenues and managing the investment of all monies. In 2017 alone our team paid and processed over £100k of invoices. Without our finance department we wouldn't have our valued employees or our trusted suppliers who keep us in Production.

What are we looking for?

Sertec are looking for the best. Whilst academic success is important, so too is your drive and determination to work within commercial and financial departments supporting the continued success of sertec in the automotive engineering industry.

Desired Skills and Behaviours:

- A minimum of 2 A- levels (A-C) and 5 GCSEs or equivalent at C grade or above (Grade 5-9), (including Maths, English)
- Genuine interest in Maths, Finance or business related subjects
- Excellent problem solving skills
- The enthusiasm to learn new things
- A willingness to work as part of a team
- Ability to take and follow instruction.
- A keen eye for detail.