

SERTEC APPRENTICESHIP VACANCY

Finance Apprentice

Site: Wincaster House

Hours of Work: 39 hours, Monday to Thursday 08:00am – 5:00pm and Friday 08:00am – 1.00pm

Expected Apprenticeship Duration: 12 months

Possible Start Date: September 2022

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 millions of parts per week across several sites in the UK, Europe and Asia.

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

What does a Finance Apprenticeship involve?

Finance Apprentices ensure that key business financial income and payment transactions and processed accurately and efficiently to high standards and within key deadlines on a site by site basis.

Typical duties include:

- Deliver all key activities with pre-determined time frames
- Support the transaction team around income, payment and cash transactions for all sites

- Manage referencing and logging of all supporting invoices/communication to servers/cyclops
- Meet all transactional key KPI's, communicating with management reasons for non-compliance
- For your dedicated site, perform reconciliation of key control accounts such as bank, cash book, sales and purchase ledger in a timely manner
- Build relationships with the team/key customers/suppliers/inter business unit to support the reduction debtor overdues and maximise supplier payment terms
- Support the reduction of problem invoices and issues, aligning with site to resolve
- Manage inbox Purchase Ledger and Sales Ledger – reporting statistics to determine trend
- Allocation of cash collected for all sites on the same day receipted, requesting remits where required
- Support and complete monthly supplier reconciliations
- Process RMA's and RMA claims where needed
- Send out monthly customer statements
- Question processes to identify areas for improvement and feed back to Team
- Develop and roll out clear and concise communication tools to share of key wins and issues with the wider business to aid appreciation of the end goals of the Transaction Team
- Support internal and external audits where required
- Any other ad-hoc duties deemed necessary to assist the finance department

What does a Sertec apprenticeship involve?

As a Finance Apprentice you will undertake a structured 12 month development programme, where you will have the opportunity to develop your knowledge and skills whilst working directly with industry professionals. You will gain hands-on experience, alongside college-based learning which will provide you with the best start to your career in our commercial department.

Why choose a Sertec Apprenticeship?

Sertec Apprentices will be provided with numerous opportunities to develop, throughout the programme and beyond. During the programme you will be supported by a dedicated mentor, allowing you to learn directly from an expert in the field. You will also gain industry recognised qualifications alongside hands-on experience within the automotive industry.

Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.

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 the automotive industry.

Desired Skills and Behaviours:

- 5 GCSEs or equivalent at C grade or above (Grade 5-9), (including Maths, English and Science)
- Genuine interest in finance
- Ability to work effectively in a team
- Excellent communication 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.

How to Apply

If you, a family member or a friend would like to apply for the 2022 Finance Apprenticeship, please apply on the website at www.sertec.co.uk/apprenticeships-overview/