

APPRENTICE VIRTUAL ACCOUNTS ASSISTANT

Prime Chartered Accountants has a vacancy for an Apprentice Virtual Accounts Assistant in our Virtual Accounts Office team. This position will be based in our Coventry office.

The successful applicant will have the following skills and qualities:-

- flexibility to deliver assistance where and when it is required and ensuring a high standard of client satisfaction is maintained
- self motivated, efficient and hard working
- pay attention to detail
- meticulous in maintaining records
- have good communication skills
- have a good working knowledge of Microsoft Excel, Word and Outlook
- able to interact positively with staff at all levels
- confidential
- punctual
- able to take responsibility
- able to deal with deadlines
- articulate

The role will involve dealing with the following work:-

- sales and purchase invoice processing
- inputting of income and expenditure records
- carry out administrative tasks (e.g. scanning, photocopying) as requested
- ensure external telephone calls are answered
- deal with client queries and queries direct from our clients' customers and suppliers
- working as part of a team with its own client portfolio

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Benefits package:

- Annual salary – apprenticeship wage depending on age etc
- 37 hours per week
- Flexi-time available
- Auto enrolment pension scheme
- 28 days annual leave including statutory days
- The option to 'purchase' a further 10 days' annual leave.

