

# Up Moving On

Supporting East Sussex residents, living in supported and temporary accommodation, to secure an apprenticeship or employment, and permanent housing.

**Employer:** Manningtons Chartered Accountants

**Role:** Business Administration Apprentice Level 3 (24 Months)

**Location:** Heathfield, East Sussex

**Salary:** £17,040 per annum

**Hours:** 37.5 hours a week

## What is the job?

A traditional accountancy practice which can trace its roots back to circa 1890 and today we continue to build on our enviable reputation for providing excellent advice and first-class service to our business and personal clients alike. We have clients across many sectors including the construction industry, manufacturing, service sector, retailers, the professions and agriculture. The purpose of this role is to work as a secretary and personal assistant to one of the partners.

## Your duties include, but not be limited to:

- Understanding and working knowledge of VAT Regulations
- Understanding of Payroll and CIS
- Bank Renunciations and use of Bank analysis.
- Work comfortably with Excel and Office products, Sage, Xero and Quickbooks. Training is available.



What skills do I need? The top 3 skills for this post are:

1. Communication skills
2. Organisational skills
3. Ability to work with a team

What attributes or other qualities do I need? Top 3 attributes for this post are:

1. Attention to detail
2. Multi-tasking
3. Professional

What experience do I need?

GCSE or equivalent English Literature or Language and Maths (Grade 4) Desired

What Else does the job offer?

- Apprenticeship Certificate (Pass or Distinction)
- Level 2 Functional Skills English and maths (equivalent to GCSE grade A\*-C or level 9-4) unless exempt.
- If the apprenticeship goes well there will be a full-time job role available at the end.

**Closing date:** 31st May 2022

**Additional information:**

Level 3 Business Administrator Apprenticeship Standard:

20% of your contracted working hours will be spent on training.

Instead of coming into college and assessor will visit you in the workplace every 4-6 weeks. If you need to complete Functional Skills your final exam will take place at one of the college campuses.

To find out more about this post and the extra support offered to help you apply, including how to access bursary payments on the Moving On Up programme, please email:

[movingonup@sussexcommunity.org.uk](mailto:movingonup@sussexcommunity.org.uk) Please note that referrals must be made by a support worker or other professional who supports you.

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