

# APPRENTICE ACCOUNTS ASSISTANT

## RECRUITMENT INFORMATION



Creating homes.  
Building lives.





# ABOUT US

We are one of the largest housing groups in England with more than 34,000 homes across the North West and East Midlands and by combining the strengths of two successful housing groups New Charter Group and Adactus Housing Group, Jigsaw Group creates new and exciting opportunities for tenants and customers.

Our members build, renovate and manage low-cost housing for rent and sale. We work to help regenerate neighbourhoods and increase life opportunities for disadvantaged individuals and communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy. We will create stronger communities with improved local services through Greater Manchester devolution and new partnerships.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

# JOB DETAILS

<b>Location:</b>	Turner House, 56 King Street, Leigh WN7 4LJ with the potential to travel to Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT
<b>Holidays:</b>	27 working days per annum (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
<b>Pension:</b>	The Group belongs to the Pension Trust Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Jigsaw Benefits:</b>	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to the Social Housing Pension Scheme, Simply Health membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details.
<b>Probation period and references:</b>	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Eligibility to work in the UK:</b>	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Medical Clearance:</b>	In addition, any offer is also subject to receipt of medical clearance from our Occupational Health Provider before appointment.
<b>Diversity:</b>	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

# JOB DESCRIPTION

## OVERVIEW

The Finance department is a highly skilled and effective team. It strives to deliver a financial service which aims to meet the current and future needs of the business. The team is committed to the organisation's aims and objectives and as such, work in a fast moving and exciting environment. Within this role you will provide an effective and high quality administrative service to the Finance department.

**Responsible To:** Assistant Director of Finance

**Responsible For:** None

## MAIN TASKS OR ACTIVITIES

1. Commit to your learning agreement by meeting with your Skills Coach when required and completing all work in relation to your Apprenticeship and AAT qualification.
2. To assist in credit control, monitoring sales ledger accounts and chasing payments.
3. Test and run through the Group Income team Policies and Procedures. Ensuring they are up to date and functional and suggesting amendments where necessary.
4. To deal with incoming post ensuring any letters from suppliers are recorded and resolved.
5. Scanning of new purchase invoices using the invoice verification tool ensuring they are registered in the correct workflow.
6. Reconciling supplier statements.
7. Answering calls and e-mails from Suppliers in relation to basic queries.
8. To assist the Group Purchase Ledger Manager with the preparation of reports.
9. Credit Card reconciliations.
10. Cash flow monitoring.
11. Checking ground rent charges and processing for payment.
12. To provide cover for Officers across the department as and when appropriate.
13. Completion of any other duties or tasks as deemed appropriate by either the Executive Director of Finance, Director of Finance, or Assistant Director of Finance.
14. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
15. Ensure you work in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
16. Carry out any other duty which may be requested by the Chief Executive, Deputy Chief Executive or Group Director commensurate with the position.

# CANDIDATE REQUIREMENTS

## Candidate Requirements:

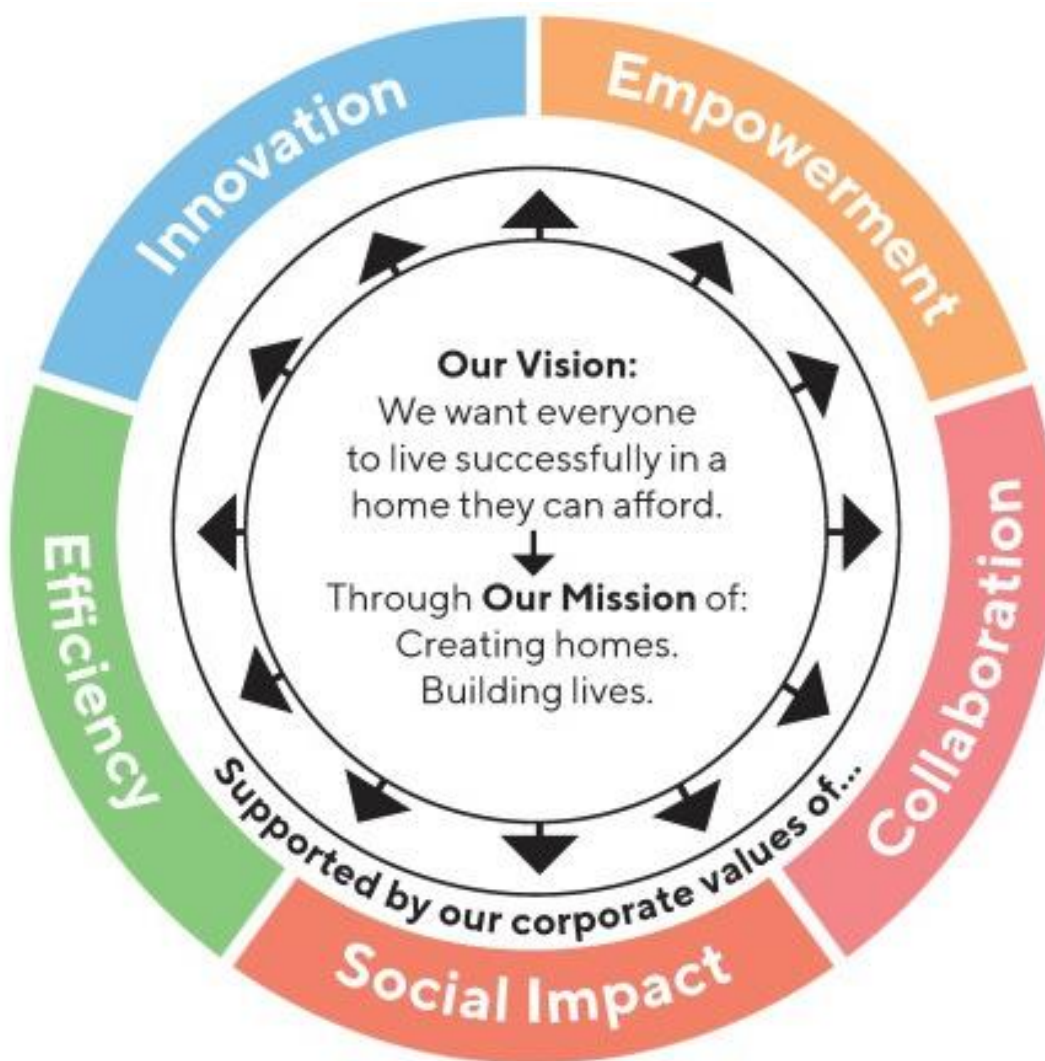
- Good standard of literacy and numeracy skills.
- Experience in Microsoft packages
- Enthusiastic and keen to learn. Takes ownership of own personal development
- Be able to show prioritising/organisational skills
- Excellent attention to detail
- Ability to communicate well and take instruction

# JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.





# Jigsaw Homes Group Limited

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Cavendish Street  
Ashton-under-Lyne  
OL6 7AT

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