

## Accounts Apprenticeship-AAT (Bodiam/Hastings)

### ***JOB DESCRIPTION***

#### **Overview**

Westridge is a forward looking construction company based in Bodiam, East Sussex, with regional offices in Upper Beeding, Redhill and Ashford. We carry out projects throughout the South East and are planning to expand our operations to in excess of £60m over the next few years.

Due to this continued growth we are looking for an Accounts Apprentice to join our team and whilst working, you will study towards your AAT qualification by attending college 1 day per week, fully funded.

**Reporting to the Finance Manager, your duties will include but are not limited to the following:**

- Purchase Ledger
- Document Management
- Data Entry
- Record Keeping
- Overhead Costing
- General accounts duties
- Ad-hoc admin

#### **Qualifications Required:**

- 5 GCSE's Grade 4 or above to include English and Maths

#### **Personal Qualities/Requirements to apply for this role:**

- Personal commitment to equality and diversity
- Driving licence / own vehicle / own means of transport (due to office location)
- Excellent communication and interpersonal skills
- Smart and presentable
- Articulate, well-spoken and personable
- Good literacy and computer skills, specifically Microsoft Office
- Strong organisational, multi-tasking skills
- Able to prioritise tasks
- Confident, resourceful and practical
- Self-motivated with the ability to work alone or within a team
- Good attention to detail with the ability to think outside the box
- Ability to communicate at all levels
- Must be patient, courteous and able to work to your own initiative with a precise and methodical approach
- Must demonstrate accountability and integrity in all aspects of their work with a respect for authority
- A positive and proactive 'can do' attitude with the desire to get involved and make a difference
- Flexible and adaptable approach to work

**Conditions and Package:**

Salary

- TBC

Holiday

- 20 days holiday plus Bank Holidays, part of this allowance will be taken during the Building Industry shutdown (Christmas to New Year)
- Additional days accrued at 1 day for every two full calendar years service, to a maximum of 5 extra days

Pension

- Workplace Pension Scheme

Health Cash Plan

- Applicable after 1yrs service

Private Medical Insurance

- Applicable after 2yrs service

**To apply please send your CV and a completed application form to:**  
[c.beckingham@wcluk.co.uk](mailto:c.beckingham@wcluk.co.uk)

**To download an application form please visit our careers page at:**  
[www.westridgeconstruction.co.uk](http://www.westridgeconstruction.co.uk)

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