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|-----------|---------------------------|
| Job Title | Trainee Finance Assistant |
| Team      | Central                   |
| Salary    | £21,000 - £22,000         |

### Overview of **role**

We have an exciting opportunity to join the Orchard team as a Trainee Finance Assistant. This job is perfect for someone looking to start their career in Finance and learn from the bottom up in a busy Finance team. This is an entry level position with the opportunity to progress within the role over time.

Our Orchard HQ is based in central Cardiff however we offer the opportunity to work remotely as part of our flexible working policy.

To apply, please send a cover letter and your CV to [jointheteam@thinkorchard.com](mailto:jointheteam@thinkorchard.com). Interviews will be taking place at the end of June/beginning of July.

### **General** responsibilities and targets

#### Finance Duties

- Managing the Accounts Inbox
- Dealing with the Purchase Ledger – which will involve all aspects of dealing with suppliers, processing purchase invoices, reconciling supplier statements and general/ad hoc queries
- Staff Expenses/Credit Card Expenses – which will involve processing and reconciling all receipts and processing them through for payment
- Reporting to the Finance Assistant on a day-to-day basis to ensure weekly/monthly deadlines are met
- Assisting the Finance Assistant with weekly and monthly reconciliations
- Dealing with any ad hoc requests from the Finance Assistant and Head of Finance

## Experience required

### Essential

- Office suite experience, especially Excel & Word
- Interested in progressing their career in Finance

## Orchard's benefits package

Our people are what makes us so special. That's why we offer a generous benefits package to all who are part of our team. Here's an example of the benefits that are available:

- Flexible and remote working opportunities
- 10 – 4 core hours
- 25 days annual leave
- Monthly wellbeing hour
- A generous training budget
- Private medical cover
- Cycle to work scheme
- 8% pension (that's 4% matched from you and us)
- Social events and activities (such as end of month drinks, film club and 5 a side football)

Progressive. Respectful. Imaginative. Mindful. Excellence.