

Work Experience role profile

Role Title	Finance trainee
Department	Group Finance
Business Unit	Support Services
Location	London, EC1A 9DD

Everything we do contributes to achieving our purpose: Helping people, organisations and economies develop their skills for growth. This purpose drives everything we do.

Our values

Our values **Imagination**, **Integrity** and **Leadership** are core to everything we do, and makes us who we are. They underpin the way we work, from how we treat our people right through to how we design our products. Living these values in everything you do at the City & Guilds Group will not only make this a great place to work, but ensure you thrive and are successful in your role.

Role purpose

We are looking for an enthusiastic individual with an interest in supporting our finance team with day to day tasks. The successful candidate for this role will work across the whole finance team and will ideally have interest in finding more out about the world of finance.

What you'll be doing

1. Supporting the Accounts Payable team in processing invoices and payments by conducting research and producing reports
2. Assisting the Sales Ledger function in preparing cash batches and by processing payments received against customer accounts.
3. Identifying the different sections available within the City and Guilds of London Institute Pension Scheme as well as identifying data sources
4. Supporting the team in risk management, internal audit and project management and activities in preparation for key meetings

What you'll learn

1. Supporting the Accounts Payable team in processing invoices and payments by conducting research and producing reports

- To understand the difference between Accounts Payable and Accounts Receivable
- 2. **Assisting the Sales ledger function in preparing cash batches and by processing payments received against customer accounts**
 - How to effectively distribute post within the same day of reaching the department
 - The processes needed to ensure payments received are allocated promptly and correctly to customer accounts.
- 3. **Identifying the different sections available within the City and Guilds of London Institute Pension Scheme as well as identifying data sources**
 - How to understand the way in which a Pension Scheme works
 - How payroll data is gathered and transferred to the outsourced payroll provider.
- 4. **Supporting the team in risk management, internal audit and project management and activities in preparation for key meetings**
 - How key information is taken from separate risk registers & summarised into one clear report
 - How to check that all compulsory information a project manager needs to keep is accurately recorded in KeyedIn.

What we're looking for

We can't live without you being...

- Curious (Imagination)
 - A creative problem solver who brings new ideas and finds new ways of overcoming obstacles
 - Keen to learn
- Collaborative (Integrity)
 - A team player who enjoys being part of the team, supporting and leading as needed
 - Shares knowledge and expertise
- Compassionate (Integrity)
 - Thoughtful, compassionate and human in their dealings with people
 - Self-aware and aware of their impact on others - emotional intelligence
- Resilient (Leadership)
 - Confident in the face of push back and challenge from others
 - Doesn't lose sight of delivering to high standards even when under pressure
- Confident (Leadership)
 - Motivated to get things done and make them better
 - Pro-active in taking on what needs to be done and using their initiative
- Trusted (Integrity)
 - Goes the extra mile for internal and external customers
 - Takes ownership and accountability

We would love you to have...

- Experience using Excel, Word, Outlook
- Attention to detail and good organisational skills
- Confidence in working with numbers
- Strong communication (verbal and written)
- Experience of working to deadlines