

Career Opportunity

Position: Apprentice Accounts Assistant

Location: Lincoln

Department: Accounts

40 hours Monday-Friday

About the Role: We are looking for a motivated and enthusiastic individual to join our finance team as an Apprentice Accounts Assistant. This is a fantastic opportunity to gain hands-on experience while working towards Assistant Accountant Apprenticeship Standard. You'll support the day-to-day running of the accounts function and gain insight into various aspects of financial administration.

Key Responsibilities:

- Assisting with processing invoices, payments, and receipts
- Supporting the preparation of financial reports and reconciliations
- Data entry and updating accounting systems
- Supporting month-end and year-end processes
- Communicating with suppliers, clients, and internal teams
- General administrative duties to support the finance department

About You:

- A keen interest in finance and accounting
- Strong attention to detail and good numeracy skills
- Good knowledge of Microsoft Office, especially Excel
- Good communication and organisational skills
- Willingness to learn and take on new challenges
- GCSEs (or equivalent) in Maths and English at grade 4/C or above

What We Offer:

- Full training and support towards a recognised accounting qualification
- Friendly and supportive team environment
- Real responsibilities and varied work experience
- Opportunities for progression upon successful completion of the apprenticeship

To apply for the above position, send your CV and covering letter to katie.scott@gelder.co.uk, or by post to:

Katie Scott
Gelder Group, Head Office
Tillbridge Lane
Sturton By Stow
Lincoln. LN1 2DS



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