

POWERSCOURT - LEVEL 3 ACCOUNTS ASSISTANT - APPRENTICESHIP

Are you keen to develop a career in Accounting and Finance, gaining an AAT Level 3 (or equivalent) professional qualification whilst working and earning a wage?

If you've answered yes to the above questions, then continue reading to find out more about our first Finance Apprenticeship at Powerscourt!

ABOUT POWERSCOURT

Powerscourt is an award-winning independent strategic communications consultancy with offices in London and Dublin. We advise companies across a broad range of services, including financial and corporate communications, crisis and issues management, political affairs, sustainability and campaigning.

Some of the biggest companies in the world rely on our advice to safeguard their reputations, including AutoTrader, Airbus, Gousto and Zurich Insurance.

You'll be part of a dynamic, collaborative business and learn from some of the most skilled people in the industry. Powerscourt has a very collaborative and sociable culture- we see our clients' success as our success, and we're looking for people just as ambitious as us to join the Powerscourt family.

THE APPRENTICESHIP PROGRAMME

This is an exciting opportunity to join Powerscourt as part of our first Finance Apprenticeship Programme- designed to help you gain practical work experience and core skills that will enable you to build a long-term career with us. You'll have the Powerscourt family at your side providing the support you need to build your confidence and be at your best.

Our programme runs for 17 months and blends online study materials with monthly one-to-one tutorials, webinars and peer interaction.

With us, you'll learn:

- The role of the Finance Team in a consultancy business
- Day to day Accounting and Finance admin
- Advanced Bookkeeping
- System and processes
- Problem-solving
- Production of high-quality and accurate information
- Team working and collaboration
- Spreadsheets for Accounting
- Management Accounting

...and much more!

THE ROLE

As you start your Accounting & Finance career with us, we want to make sure you're set up for success. We'll ensure that you are fully supported by the Powerscourt family, and given all the relevant training so that by the end of the programme, you develop beyond the responsibilities below:

- Finance credit card processing
- Credit card reconciliation
- Daily banking (or e-banking, E2S)

- Bank reconciliation
- Concur processing: Purchase Requests, Purchase Orders and Invoices
- Concur processing: expenses
- Preparing Sage imports
- Sending out fee and expense invoices
- (Sage) data Maintenance - clients
- (Sage) data Maintenance - suppliers
- Basic credit control tasks (e.g., monthly statements)
- Basic Fixed Assets tasks
- Managing Finance inbox

WHO WE'RE LOOKING FOR

We are seeking bright, motivated applicants who have a genuine interest in accounting and finance.

Applicants must have a minimum of Grade 4 (Grade C) in Maths and English at GCSE and one of the following: A levels (Grade A-E), AAT level 2- or 1-months finance experience.

Whilst we have set eligibility criteria, we consider the below skills just as important:

- Character: you will show your passion and enthusiasm for learning and collaboration
- Communication skills: you will have strong verbal and written communication skills and enjoy meeting and working with new people
- Client service: you will have an interest in delivering a high level of professionalism with colleagues and clients
- IT literacy: you will have a basic knowledge of using the Microsoft package (Outlook, Word, PowerPoint, Excel)

We welcome applications from those who have completed their studies or are due to complete their studies this Summer (2023).

THE PACKAGE - WHAT'S IN IT FOR YOU

Why choose to complete your Apprenticeship with Powerscourt?

We put people at the heart of our culture, we encourage, nurture and value the input of each individual from our entry level roles, through to our Managing Partners. That's why we offer:

- Competitive salary
- Benefits include annual bonus, pension, 25 days' annual leave plus 2 days at Christmas and 1 day on your birthday, wellbeing allowance, private medical insurance, dental plan, social events, volunteering opportunities and lots more. Please see the Benefits Document on the Careers page of our website for our full offering
- Access to excellent training and career development opportunities
- Hybrid working and flexibility on working days in the office

THE PROCESS

Our interview process consists of 3 stages:

- Stage 1 - CV and cover letter submission
- Stage 2 - Virtual conversation and excel practice with HR and Finance
- Stage 3 - Final interview at our London office

HOW TO APPLY

If you're looking to start an apprenticeship from May 2023 then we'd like to hear from you!

Powerscourt is an Equal Opportunity Employer, and we welcome and encourage diversity in our workplace.

To apply, please submit your CV and cover letter to hr@powerscourt-group.com

If you require any reasonable adjustments to be made to the application process, please highlight this in your submission and a member of the HR team will be in contact.

Good luck!