

# Job Vacancy:

## Finance Apprentice

### About us:

We've been designing and manufacturing life-saving products for 25 years, protecting iconic buildings across the globe, and the people that occupy them. Our team members are passionate, driven, and up for a challenge. Our mission is to create a safer, sustainable future.

Advanced Electronics is a wholly owned subsidiary of Halma plc, a FTSE 100 listed company with more than 40 subsidiaries operating globally within the group, successfully growing year on year. Halma is “a market leader in specialist safety, health and environmental technologies”. Halma’s purpose is “Growing a safer, cleaner, healthier future for everyone, every day”.

### About this role:

As our Finance Apprentice you will support the team across a range of finance activities, gaining broad exposure to the function. Alongside this, you will complete a Level 3 Accounting Apprenticeship, building a strong foundation in finance and learning how to perform financial activities to a high standard. This is a fantastic opportunity to gain practical experience, whilst working towards a professional qualification.

You will be involved with:

- Processing purchase invoices and employee expenses: ensuring invoices are matched, approved, accurate and correctly entered into the system.
- Processing of credit card payments - ensuring payments are only processed when the correct documentation, support and approvals are in place.
- Preparation of bank reconciliations and processing of transactions
- Setting up supplier accounts - ensuring all documentation is in place and the processes and controls for setting up accounts are adhered to.
- Management of petty cash - ensuring all transactions are recorded and supported by receipts and other accepted documentation.
- Supporting month end procedures: assist with tasks such as fixed assets, intercompany reconciliations, debtors/creditor reconciliations and leases
- Understanding of the credit control function and our AR processes
- Ensuring documentation is correctly controlled, filed and managed.

### About you:

- You will have a desire to learn, a curious mindset and ha a keen interest in finance.
- You will have excellent numerical skills with a keen eye for detail.
- You will be a strong communicator and have excellent organisation skills

- You will be able to work under pressure and to tight deadline

**Job location:**

The Bridges, Balliol Business Park, Newcastle Upon Tyne NE12 8EW

**To Apply**

If you're excited by this opportunity, we'd love to hear from you! Please tell us about

yourself by uploading your CV: [https://halma.wd3.myworkdayjobs.com/en-US/Halma/job/Advanced-Newcastle/Finance-Apprentice\\_JR24\\_000454?hiringCompany=75705bdd576d10010b948371c5560000](https://halma.wd3.myworkdayjobs.com/en-US/Halma/job/Advanced-Newcastle/Finance-Apprentice_JR24_000454?hiringCompany=75705bdd576d10010b948371c5560000)