



Creating great homes together

Role Profile

Position

Finance Apprenticeship

Reporting to

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- Supported learning towards AAT qualification
- You'll be part of a team that makes a difference to people and communities
- Work in a friendly and supportive team
- An agile working environment, you will initially be office based to undertake your training and then we will offer a hybrid approach to working from home and the office to suit business needs.
- Colleague benefits - please see our benefits document for more information on the great benefits we offer all our colleagues at Magna.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- 'Can do' behaviours
- Willingness to learn
- Being able to work to tight deadlines and under your own initiative
- Ensuring your work is accurate and setting yourself high standards
- Maintaining confidentiality in line with organisational policy
- Communicating effectively
- Ensuring the purchase order process is adhered to and works efficiently
- A good attention to detail and accurate processing

What you take care of

- Ensuring that all purchase ledger duties are fulfilled including:
- Processing invoices accurately, with matching to Purchase Orders
- Suppliers are paid in line with their terms
- Raising and processing automated and manual payments
- Dealing with invoice and purchase order related queries
- Complying with procedures
- Supporting monthly accruals and prepayments
- Cash & Bank reconciliations

What you need to be successful

- Knowledge of double entry bookkeeping
- Knowledge of using Microsoft 365
- Excel skills
- Positive approach to learning
- Working independently and able to manage your work load
- Able to prioritise work
- AAT L2 preferred but not essential

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- GCSE English & Maths 9 – 4 (A* - C) or equivalent required

