



LIVERPOOL
HOPE
UNIVERSITY
1844

Recruitment Pack

ACCOUNTS ASSISTANT APPRENTICE

Job Reference: 4AFIN002A

Closing date: 16TH JUNE 2025 AT 5.00PM

www.hope.ac.uk





POST: ACCOUNTS ASSISTANT APPRENTICE

STARTING DATE: TBC

SALARY RANGE: £23,028 to £24,900 (Grade 3)

TYPE OF CONTRACT: Permanent (subject to successful completion of apprenticeship)

WORK PATTERN: Full Time

REPORTS TO: Management Accountant

The Post

Liverpool Hope University is special institution, grounded in history and driven by a values-led approach to educational delivery.

This is an exciting opportunity for the post holder to join the Financial Services Team and begin, or further develop, a rewarding career in finance. The role offers valuable on-the-job experience, complemented by a dedicated 1 day a week off-the-job training, while working towards AAT qualifications. The post holder will become part of a team responsible for key financial functions including Accounts Payable, Accounts Receivable (for commercial activity only), and General Ledger functions. The role will involve ensuring that all related processes are carried out accurately and in a timely manner.

The apprenticeship will include a funded training package leading towards AAT level 3 and level 4 qualifications.

This opportunity is ideal for candidates looking to pursue or further their career in finance. Candidates must demonstrate a strong desire to learn and develop professionally, along with excellent communication skills, the ability to work collaboratively as part of a team, initiative, and strong time management and organisational abilities. While a basic understanding of accounting functions and familiarity with accounting software is desirable, it is not essential, as full training will be provided and the role will evolve in line with the post holder's studies.

The Accounts Assistant Apprenticeship is a permanent post. Whilst the post holder is undergoing the level 3 qualification and training the post will be at grade 3, with the intention that once the post holder has obtained the level 3 apprenticeship and is fully competent in the role they will move to grade 4. It is expected that the post holder will take no longer than 2 years to obtain the level 3 apprenticeship. The post holders' continued employment will be conditional on the commitment to completing the level 3 and level 4 apprenticeship.

Upon successful completion of the Level 3 AAT qualification this role will move to a grade 4 position.

Job Description/Key duties of the post

Job Title	Accounts Assistant Apprentice	Code	4AFIN001A
Subject/Service Area	Financial Services		
Reports to	Management Accountant		
Accountable To	Director of Finance		

Purpose of Job

The post holder will be a member of the finance team and support the finance team on accounts payable, accounts receivable (commercial activity only) and general ledger transactions. This will involve ensuring all transactions relating to these functions are processed in an accurate and timely manner, through the complete life cycle.

For Accounts Payable this will include; scanning and registering invoices for payment; data loads for school payments; posting & monitoring Direct Debit payments; checking/running BACS payment runs and non-domestic currency payments; supplier account maintenance; maintenance of the Unit 4 (finance accounting system) accounts payable function; monitoring the accounts payable email and dealing with queries through to resolution. Review and maintenance of purchase orders.

For Accounts Receivable this will include; review and approval of customer invoice proposals; posting customer payments to customer account; customer account maintenance; reconciliation of online payment portal; monitoring the credit control email and dealing with queries through to resolution.

For General Ledger this will include; preparing and posting journal entries; checking, validating and correcting (if necessary) workflow journal entries; reconciliation of accounts

As the role impacts on the work of the wider team including the senior accounting team the post holder may also be required to provide a range of services to support them such as providing information on payments & receipts and supplier & customer activity and general accounting advice.

The role also provides support to the wider finance team, including senior accounting colleagues, by supplying information on transactions, account activities, and general financial queries. Regular interaction with university staff, suppliers, and customers is a key aspect of the role.

Apprenticeship:

This role is offered as part of an apprenticeship programme, combining practical on-the-job training with academic study. The post holder is expected to:

- Progress through the AAT qualification levels as outlined in the apprenticeship standard.
- Attend training sessions as required by the training provider.
- Build and maintain a comprehensive Apprenticeship Portfolio that demonstrates competence and development.
- Engage in regular progress reviews with both the employer and training provider.
- Actively apply learning from the AAT programme to day-to-day responsibilities within the finance team.
- Successful completion of the apprenticeship will require a commitment to professional development, time management, and collaborative working.

Key Tasks / Responsibilities
<p>The tasks below are indicative of the type of tasks the postholder will be required to perform</p> <ol style="list-style-type: none"> 1. Scanning and registering supplier invoices 2. Carrying out daily reconciliation of the ledger for investigating and resolving any discrepancies. 3. Ensuring that outstanding tasks are monitored regularly and liaising with users to follow up any queries to ensure the tasks are completed in a timely manner. 4. Preparing data uploads for scheduled payments for example, to schools etc. 5. Be proactive with routine house-keeping tasks relating to Accounts Payable, Accounts Receivable & General Ledger 6. Monitoring and maintenance of active purchase orders. 7. Dealing with queries from staff, suppliers and customers on a range of financial issues in a promptly and professionally 8. General office duties
Work Performed (relating to key tasks)
<p>The type of work shown below is indicative of the type of work they will be expected to perform.</p> <ol style="list-style-type: none"> 1. Scanning or downloading electronic invoices and entering them on Unit 4 (accounting system) accurately, ensuring invoices which require further action (i.e. require a PO, GR, or to be coded) are directed to the correct person to complete. 2. Perform daily reconciliation routine to ensure invoices have posted correctly and to match PO's to invoices where they were registered without a PO. Investigate any differences and resolve any issues that may arise. This may involve manipulating a number of spreadsheets. 3. Ensure that outstanding tasks, workflow queues are monitored regularly and follow up any delays with administrators /suppliers 4. Assisting with the preparation of a weekly payment run, ensuring all correct security procedures are followed and remittance advices are e-mailed to suppliers. This will include payments to foreign bank accounts using the Convera system. 5. Perform routine house-keeping tasks to ensure data within AP is up-to-date, for example, closing supplier records, clearing unused purchase orders periodically and preparing late order reports. 6. Review active purchase orders and liaise with requisitioners to maintain committed expenditure. 7. Deal with enquiries from staff, suppliers and customers either face to face, by telephone or by written correspondence. 8. Perform general office admin duties such as opening and distributing the post, booking rooms etc
Materials, resources & equipment to be used
<p>PC MFD Printer Unit4 ERP and a range of standard software Microsoft Office Suite</p>
Qualifications / Experience Required
<p>Good Excel skills Good communication skills both verbal and written</p>

Commitment to completing the AAT qualification level 2, 3 and 4 as part of the apprenticeship programme

Regular contacts (internal / external)

INTERNAL

Administrators Faculty Executive Officers Finance Staff

EXTERNAL

Suppliers Customers

Staff Reporting to Post holder

None

Person Specification

Methods of assessmentApplication form **(A)**Interview **(I)**Presentation **(P)**

Educational Requirements	Essential (E)/Desirable (D)	Method of Assessment (A/I/P)
<ul style="list-style-type: none">• Level 2 AAT or willingness to obtain	D	A
<ul style="list-style-type: none">• GCSE Mathematics (minimum Grade 4 or A-C) or equivalent	E	A
Experience	Essential (E)/Desirable (D)	Method of assessment
<ul style="list-style-type: none">• Experience of working within accounts payable/accounts receivable/general ledger functions	D	A/I
<ul style="list-style-type: none">• Experience / knowledge of computerised accounting systems and knowledge of Microsoft package (particularly Excel)	D	A/I
<ul style="list-style-type: none">• Familiarity of BACS and internet banking, or willingness to learn	D	A/I
Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
<ul style="list-style-type: none">• Demonstrable skills to effectively plan when dealing with high volumes of invoices, queries, full mailboxes	E	A/I
<ul style="list-style-type: none">• Knowledge and understanding of “housekeeping” of customer and supplier accounts	D	A/I
<ul style="list-style-type: none">• Knowledge of, or willingness to learn how to prepare, understand, and identify discrepancies in General Ledger, creditor, and debtor reconciliations.	E	A/I

<ul style="list-style-type: none"> Knowledge of or willingness to develop understanding of double entry accounting for purchase, sales and banking transactions. 	E	A/I
<ul style="list-style-type: none"> Willingness to develop confidence in supporting and advising end users on purchase and sales processes as part of the training. 	E	A/I
<ul style="list-style-type: none"> An interest in understanding financial procedures. Evidence of transferable skills such as clear communication, problem-solving, or providing support or guidance in a customer service, administrative, or team environment. 	D	A/I
Any other requirements	Essential (E)/Desirable (D)	Method of assessment
<ul style="list-style-type: none"> Evidence of ability to work effectively as part of a team, collaborating with colleagues to achieve common goals. 	E	A/I
<ul style="list-style-type: none"> Evidence of strong communication skills, both verbal and written, with the ability to interact clearly and professionally with colleagues and stakeholders. 	E	A/I
<ul style="list-style-type: none"> Excellent organisational skills, with the ability to prioritise tasks and manage time effectively. 	E	A/I
<ul style="list-style-type: none"> Dedication to maintaining steady progress and full engagement with the Apprenticeship programme, including commitment to meet deadlines and participate in all required training and learning activities. 	E	A/I

Contact for Queries

Allan Bibby

Management Accountant

Email: bibbya@hope.ac.uk

Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to successful completion of the apprenticeship and the normal probationary period of 12 months.

Salary scale for this post is Grade 3, £23,028 to £24,900 per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

Training and Development

- Induction training for all new staff
- Staff development opportunities

Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

How to apply

You can download the application forms via the link below:

[How to apply](#)

Useful Links

www.hope.ac.uk/lifeathope/welcome

<https://www.hope.ac.uk/gateway/staff/peopleservices/>

www.hope.ac.uk/jobs





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