**Trainee Accounts Technician**

**Starting salary £16,781 + benefits to £17,772 subject to annual review**

We have an exciting opportunity for a Trainee Accounts Technician. Working within the Finance, Procurement and Payroll Department, the successful person would be providing administrative support to the Finance Function, while actively studying for the AAT Qualification.

This role will involve the preparation and maintenance of finance documentation, utilising the Financial Management System (SAP), while delivering exceptional support services to our key stakeholders.

**Required Skills/Experience:**

Experience of:

* Undertaking administrative duties, preferably in a finance environment
* Using SAP or other computerised Financial Management Systems

Ability to:

* Prioritise own workload
* Work effectively on own initiative and as part of a team
* Communicate effectively on financial issues at all levels
* Analyse data and information
* Prepare reports
* Work accurately and demonstrate attention to details
* Use computerised financial management information systems
* Undertake a wide range of administrative duties in a professional manner
* Demonstrate well developed IT skills using Microsoft Office Suite

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Closing Date: Thursday 14 February 2018 at 12 noon

Interviews: Week commencing 19 February 2018

Please visit <https://www.northeastjobs.org.uk> to apply for this role

We positively welcome applications from all individuals within the community particularly those who are from under-represented groups.

Working towards equality and diversity for the community we serve