

# Unlocked



# TRAINEE ASSISTANT ACCOUNTANT

Job information pack  
May 2021

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# TRAINEE ASSISTANT ACCOUNTANT (APPRENTICESHIP)

<b>Salary</b>	£21,158 (London Living Wage)
<b>Hours</b>	Full time
<b>Contract</b>	2 years
<b>Start date</b>	Summer or ASAP
<b>Location</b>	London, EC4
<b>Report to</b>	Financial Controller

## The organisation

Unlocked Graduates is an award-winning charity which exists to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

At the core of our mission is a leadership development programme that brings top graduates into prisons to work as frontline prison officers for two years. This programme includes mentoring, work placements in partner organisations and a fully-funded master's degree, while taking on the full duties of a frontline prison officer.

The project grew out of a recommendation in the Coates' Review of prison education. Participants are selected through a rigorous and competitive recruitment process which is raising the profile of the prison officer role. Last year the scheme was ranked 36th in the Times Top 100 Graduate Employers list.

## Diversity

The communities that we exist to serve are diverse, and to thrive in our work towards our mission, we must be too. We believe that diversity makes for a stronger team and should be celebrated. We therefore aim to create a workplace that is welcoming for all, inclusive of ethnicity, disability, age, religious belief, marital status, pregnancy, sexuality or gender.

We welcome applications from people with convictions.

To remove bias where possible, we blind assess candidates for interview based on their relevant skills, qualifications or experience.

## The role

As a trainee assistant accountant at Unlocked, you will get an excellent start to your career in accountancy working in a dynamic, mission-driven charity. You will be mentored and line managed by the Financial Controller, with real responsibility and development opportunities from day 1. While working, you will complete an Apprenticeship in accountancy and bookkeeping. We will work with you to select the right apprenticeship (Level 2, 3 or 4) dependent on your experience to date. We will fully fund and support your studies, including offering 20% time to complete your study during work hours.

As a charity with a headcount of around 40 employees and income of over several million, the finance team is the perfect size to for the start of your career in accountancy: big enough to have significant work to do but small enough that you can see all elements of the finance function. We are growing each year with new experiences and opportunities available for our staff as we do.

## Key responsibilities

### Financial duties (60%)

- Purchase Ledger duties:
  - Processing invoices, expenses and credit card transactions
  - Setting up new suppliers
  - Managing supplier queries in a timely manner and maintaining good supplier relationships
  - Supporting budget holders to ensure that purchase ledger transactions are approved, coded and posted in a timely manner
- Processing and preparing financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Supporting the Financial Controller on the month end balance sheet reconciliations and monthly reporting processes
- Supporting staff and participants to understand our finance processes and requirements
- Providing ad hoc support when required for other areas of financial management such as the year end, payroll management and sales ledger invoicing

### Wider operational support duties (20%)

- Supporting colleagues across the organisation with their operational queries, escalating where appropriate
- Procurement and asset management of administrative and cross-organisational equipment, including IT and office resources
- Assisting with inductions and onboarding of staff with finance policies and systems
- Researching costings and quotes for projects
- Respond to queries relating to expense and travel systems

### Apprenticeship study (20%)

- Undertake study and assessments as required for the Apprenticeship qualification

## Person specification

- Passionate about our mission of reducing reoffending
- Commitment to diversity and inclusion
- Genuine interest in starting a career in finance
- Numerate
- Strong computing skills including Microsoft Word and Excel, and the ability to pick up new programs quickly
- Excellent attention to detail
- Critical thinking skills, able to identify and communicate potential improvements
- A proactive, enthusiastic hard worker

## Other requirements

- DBS check (upon awarding conditional offers as part of a risk assessment; we welcome applications from people with convictions)
- Right to work in the UK

## To make an application

Apply online at <https://app.beapplied.com/apply/gfx2pah4ie>

Applications close at 12 noon on 5th July.

First round interviews will take place online on the 8th and 9th July. There is space on the online application form for you to indicate limitations to your availability in this time.

For an informal, confidential chat about this role, please contact the COO, [bodil.isaksen@unlockedgrads.org.uk](mailto:bodil.isaksen@unlockedgrads.org.uk)