



# FINANCE AND ADMINISTRATION APPRENTICE

JOB DESCRIPTION AND PERSON SPECIFICATION



# About this role

An exciting opportunity to support our team as we deliver our actions from the We Can Be Active Strategy.

You'll be working alongside our finance team to support with daily operations, learning financial systems and helping to make sure transactions are recorded accurately.

You will also support the wider team in all aspects of office administration, for example liaising with suppliers to book external meeting rooms, assisting with IT equipment and online filing.

## To apply

You will need to answer questions that relate to the job description and person specification on our online recruitment platform [Applied](#). These are designed to test your ability to do the job rather than your experience. Your answers will be anonymously reviewed by three people to ensure fairness.

Deadline for applications: **23:59 Monday 6th January 2025.**

Interviews will take place in Winchester: **Week commencing 20th January.**

For an informal chat about the role, please contact Ruth Morrish or Jake Hitchcock:

**[Ruth.Morrish@energiseme.org](mailto:Ruth.Morrish@energiseme.org)**  
**[Jake.Hitchcock@energiseme.org](mailto:Jake.Hitchcock@energiseme.org)**

**If you require this job pack in an alternative format, please let us know.**

<b>Responsible to:</b>	Head of Finance and Governance.
<b>Location:</b>	Hybrid - Winchester office and remote working.
<b>Salary:</b>	£22,222 per annum.
<b>Contract:</b>	Initial 18 month contract, in line with studies.
<b>Notice period:</b>	4 weeks on either side following successful completion of six-month probation. 1 week during probation.
<b>Hours:</b>	35 hours per week, inclusive of apprenticeship time.
<b>Holiday:</b>	25 days paid holiday per year plus bank and public holidays. After 1 full holiday year of service you will get 1 extra day of leave per year, up to a maximum of 3 extra days.
<b>Pension:</b>	Energise Me will pay 10% employer contribution.
<b>Life Assurance:</b>	3 x Salary Life cover from date of employment.
<b>Eligibility:</b>	Applicants must have the right to work in the UK.



# About Energise Me

We tackle the things that prevent active lifestyles, so everyone can improve their health and happiness by moving more.

Physical activity reduces our risk of depression and early death by up to 30%, and our risk of major illness by up to 50%.

Energise Me is the only local physical activity charity that works across Hampshire and the Isle of Wight to tackle the things that prevent active lifestyles.

We receive core funding from Sport England, which enables us to support partners, encourage collaboration, and focus on engaging under-represented communities in physical activity and sport.

In 2021 worked with over 800 people to develop and launch the [We Can Be Active strategy](#) for our area.

Our work is not tied to specific sports or activities, which gives us freedom to re-imagine physical activity. It means we can be bold and experiment to help our sector learn and grow. Together with partners we inspire and support people to be active in ways that suit them.

**Curious** about what stops people from being active or creative

**Open** to different ideas and perspectives

**Creative** in how we do things and who we work with

**Bold** in taking risks and speaking out about things that need to change.

# Our People



Our team is made up of people with the passion and skills to spark positive change.

Between us we have accountancy, arts, charity, events, health, and local authority, physical activity and sport expertise.

Exciting things happen when you bring people with different experiences and backgrounds together. It helps us to create exciting collaborations that enable positive change in our communities.

Our core team is supported by a board of trustees who champion our work, one of whom has safeguarding responsibility.

We are passionate about making physical activity more welcoming, safe and accessible to all.

Our published [action plan](#) sets out our commitment to improve diversity and inclusion within and beyond our organisation. We have taken action to remove any bias from our hiring process and we are working hard to ensure Energise Me is a safe, inclusive and supportive work environment for all.

We think our people are great but we would say that! Above is an illustration of what the people we work with say about us. Find out what the team has to say about our [flexible working](#).



# Candidates



We are looking for an enthusiastic team player, looking to take their first steps in a career in finance or business administration.

You will have great people skills to establish and maintain working relationships.

You will be able to communicate effectively, both verbally and in writing and, navigate IT with ease.

You'll be organised and able to assess priorities and work to deadlines.

We will help our ideal candidate to learn and grow from day one with:

- An induction to help you get to know Energise Me, the We Can Be Active strategy, and the role.
- As an apprenticeship this role will include 1 day of off job training per week. This will take place online and will be assessed externally.
- Access to webinars and training through the Active Partnerships Network and Sport England.
- Two volunteering days to learn by doing, out in our communities.

# Main duties and responsibilities

## AREA

### **Accurate Financial Data**

## KEY TASKS

- Be aware of the organisation's needs and activities and their impact for accounting and finance.
- Identify, collate and process financial and accounting data from primary sources such as business records.
- Examine financial and accounting data to identify issues with quality and reliability as instructed and in accordance with guidance.
- Reconcile transactional data to minimise the chance of errors in financial and accounting outputs such as sales and purchase invoices, sale and purchase orders, bank statements and payroll.
- Use financial and accounting software packages to input and manage data safely and securely in line with organisational instructions.

## SUCCESS

- Accuracy of financial data.
- Clean reconciliations at month/year end.

### **Team Support**

- Build positive relationships with team members, confidently working with members of staff across the whole organisation.
- Support the team with general enquiries and administration tasks, e.g. answering post, building spreadsheets, ordering stationary, event support, photocopying etc.
- Provide support to team members to help ensure that financial and accounting activities are carried out within expected timescales and quality expectations.

- Feedback from team members.

### **Payment Monitoring**

- Monitor expenses and query where insufficient evidence.
- Monitor purchasing card spend and ensure all transactions have adequate backup.

- Timely payments to suppliers.
- Accurate backup for expenses.

## AREA

## KEY TASKS

## SUCCESS

### **IT Proficiency**

- Become a proficient user of Energise Me software tools such as Approval Max, Xero and Breathe.
- Ensure accurate records are maintained in Energise Me systems.
- Rectify errors in financial and accounting data, escalating problems beyond their remit as appropriate.

- Accurate records in IT systems.
- Accuracy of financial data.

### **Policies and Procedures / General role requirements**

- Act within Energise Me's stated values and comply with our policies and procedures.
- Ensure that Safeguarding and Health and Safety (including Risk Assessment) policies are adhered to, and concerns are raised in accordance with these policies.
- Maintain a confidential, sensitive and discreet approach to personal and organisational information, ensuring compliance with relevant data protection legislation.
- Contribute to a culture of equality and diversity.

- Feedback from team members.

# Person Specification

**EXPERIENCE** As well demonstrating great team work and communication skills you'll need to be able to tell us why you're pursuing a career in finance and/or business administration.

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**KNOWLEDGE** GCSE English - grade 4/C or above. (Essential)

GCSE Maths - grade 4/c or above. (Essential)

Understanding of the importance of a sound finance function within an organisation. (Desirable)

An interest in physical activity would be desirable.

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**SKILLS** Strong organisational and time management skills.

Good IT skills with a sound working knowledge of MS Office, including good basic level of Excel skills is essential.

Excellent interpersonal skills with confidence in building positive team relationships.

Flexibility and ability to manage and prioritise multiple demands.

**VALUES** Ability to demonstrate an understanding of and connection with our organisational values:

**Curious** about what stops people from being active

**Open** to different ideas and perspectives

**Creative** in how we do things and who we work with

**Bold** in taking risks and speaking out about things that need to change

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**OTHER** Ability to travel where necessary to fulfil organisational and study needs.(Essential)

Commitment to fulfilling apprenticeship training requirements. (Essential)





**APPLY NOW**

