

Job Title:	Accounts Assistant Apprentice
Reports to:	Accountant
Location:	Cambridge

### The Company

Cambridge Education Group (CEG) is one of the world's leading providers of pre-university academic, creative and English language courses. We provide pre-university programmes including A Level, International Baccalaureate and University Foundation, as well as English Language study, to the growing market of international students seeking to enter the world's leading universities.

The Group operates under four different brands: CATS College – high schools in Cambridge, Canterbury, London, and Boston, USA; Cambridge School of Visual & Performing Arts (CSVPA) – Art & Design, Drama and Music courses in Cambridge, UK; **ONCAMPUS** – teaching foundation courses to university degrees on campuses in the UK, USA and mainland Europe; and Stafford House – year-round English Language schools in Brighton, Canterbury and London, and Study Holiday centres across the UK and the USA for juniors.

Whatever students aspire to, whichever college, school or centre they choose, Cambridge Education Group promises excellent teaching, premium facilities and the personal service our students demand.

Cambridge Education Group aims to be the undisputed customer service leader in the international education sector and to be recognised as such by its agents, partners and their clients, by the universities it works with and by its competitors. The objective is simple: to deliver exceptionally high standards of service in every single customer interaction and to ensure that our 'CARE' principles are clearly understood and are effectively applied across the whole organisation in all teams and at all levels of responsibility.

CEG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Company also expects all staff and volunteers to share the Company's commitment to Equal Opportunities within the workplace.

### Job Description

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

### Key Responsibilities

- To process company credit card returns and employee expenses submitted through Concur.
- To assist the Accountant with month end intercompany reconciliation, ensuring that deadlines are met.
- To assist with the Fixed Asset register and ensure that monthly depreciation charges are posted for month end deadlines.
- To assist with the purchase ordering system by creating new users setting up new approval routes when required. Also, to assist members of staff with queries regarding the purchase order system.
- To assist with monthly bank reconciliations, ensuring that reconciliations are completed in a timely manner to help the month end process.
  
- To assist the banking clerk with daily banking procedures, and providing cover during sickness and Holiday and busy periods.
- To assist with the month end process as required to ensure deadlines are met, helping the Accountant

and finance manager where required.

- To assist with petty cash for the colleges, ensuring that reconciliations are completed and posted onto Sage.
- To update the monthly balance sheet reconciliations for all colleges as part of the month end procedure.
- To support the Accountant and banking clerk as required.
- To provide cover for other central finance team members during holidays, sickness and other busy periods as requested by your line Manager.

### Person Specification

**Customer First – It is ESSENTIAL all candidates meet the CEG Customer First CARE Principles:-**

#### **Commit**

- Goes the extra mile
- Follows-up & follows through

#### **Act**

- Takes ownership
- Looks for a solution

#### **Respond**

- Addresses issues positively
- Communicates proactively

#### **Empathise**

- Is an active listener
- Is respectful and values our customers

### **Education**

- GCSE Maths
- GCSE English Language

### **Skills**

- Comfortable with use of Microsoft Office applications, especially Excel

### **Behaviours**

- Able to meet deadlines
- Able to work in a team
- Is proactive rather than reactive in approach
- Keeps line manager and team informed of progress or difficulties
- Problem-solving abilities