



Apprentice Administrator (College Leaver) – Worsley Practice

Champion is a leading accountancy group, providing services that enable a business to grow and create wealth for the owners.

We are looking to hire a **Apprentice Administrator**, who is a recent college leaver, to join our successful and busy team within our Worsley Practice.

The right candidate will be hardworking, organised, reliable, enthusiastic and keen to learn.

Your duties will include:

- Ensuring that all telephone calls and reception activities are handled in a timely, courteous and efficient manner
- Maintaining the company's client database
- Processing incoming and outgoing mail
- Scanning, typing and filing
- Specific systems/projects – e.g. companies house information, incorporations
- Administrative support to the Accounts and Tax Teams

To be successful in the role, you will have a good level of IT literacy and experience of using MS office packages; previous office experience is not necessary but will be an advantage. Above all your excellent customer service skills towards other team members and clients are what we are looking for.

In return you will be offered a relevant age appropriate salary, based slightly above National Minimum Wage, and a generous holiday allowance of 25 days plus bank holidays, a pension and other benefits working within a friendly and supportive team learning day to day from an experienced Practice Administrator.

The role is full time, 35 hours per week (9am – 5pm Monday to Thursday and a 4pm finish on a Friday).

To apply, please submit your CV and current salary details to Sharon Rathmill, HR Manager at careers@championgroup.co.uk

Address detail: 1 Worsley Court, High Street, Worsley, Manchester, M28 3NJ
Company Website: www.championgroup.co.uk

Due to the volume of applicants expected we are unable to respond directly. If you have not heard from us within 2 weeks of your application, unfortunately you have been unsuccessful on this occasion.