



<b>Employer</b>	Stamford Bookkeeping Limited
<b>Learning Provider</b>	Delivered by Peterborough Regional College.

## Vacancy Description

Bookkeeping for a variety of clients and business sectors. Processed on SAGE software, Online software packages and Excel Spreadsheets.

Bookkeeping includes processing of invoices, bank reconciliation, VAT returns and credit control.

Payroll duties include running weekly and monthly payroll for various clients.

Office administration includes, answering the phone, post, banking, filing, shredding, typing letters, keeping the office tidy. Meeting and greeting clients. Maintaining client database and records. Client communication via letter, email, and marketing material.

## Key Details

<b>Vacancy Title</b>	Bookkeeping and Payroll Apprentice
----------------------	------------------------------------

**Employer** Stamford Bookkeeping Limited

---

## Employer Description

Stamford Bookkeeping is a bookkeeping and Accounting business based in the centre of Stamford, Lincolnshire. It completes bookkeeping and accounting for approximately 150 clients from a wide variety of industry sectors including construction, retail and publishing.

---

**Web Site** www.stamfordbookkeeping.co.uk

---

**Vacancy Location** 5 St. Peters Street  
Stamford  
Lincolnshire  
PE9 2PQ

---

**Working Week** Mon-Fri 9am-5pm 38 hours p/w

---

**Weekly Wage** £ 104.88

---

**Number of Vacancies** 1

---

**Vacancy Reference Number** VAC000453882

---

## Key Dates

**Closing Date For Applications** 02/07/2014

---

**Interview Begin From** 09/07/2014

---

**Possible Start Date** 16/07/2014

---

## Training

### Training to be Provided

AAT Level 2 Certificate in Accounting  
Functional Skills in English Level 1  
Functional Skills in Maths Level 1  
Employment Rights and Responsibilities  
Personal Learning and Thinking Skills

---

**Learning Provider** Peterborough Regional  
College

---

**Learning Provider  
Description** Peterborough Regional  
College is one of the largest  
training providers offering  
Apprenticeships in  
Cambridgeshire. We work with  
over 800 apprentices who are  
studying  
towards apprenticeships in a  
wide range of vocational areas.  
You will normally spend 4 days  
a week at work and will study  
at college one day a week,  
some of our programmes are  
work based delivery only. The  
timescale of your  
apprenticeship will depend on  
the programme that you have  
chosen to study and the level  
that you are progressing  
towards. At work, you will gain  
evidence towards qualifications  
in your chosen trade, whilst

earning a salary at the same time. Peterborough Regional College offers support to apprentices by providing you with a dedicated apprentice liaison officer and occupationally competent work-based assessors. The Apprenticeship Team at Peterborough Regional College are always looking to expand the apprenticeship programmes that are available.

We would be happy to discuss your needs with you. Please contact us on 01733 762121 or email

[apprenticeships@peterborough.ac.uk](mailto:apprenticeships@peterborough.ac.uk)

Find Peterborough Regional College on facebook and twitter and keep up to date with apprenticeship news. You can follow the Apprenticeship team on twitter @PRC\_Apps for vacancy updates.

---

## Contact Details

Tania Bingham/ Karen Ip

01733 762121

apprenticeships@peterborough.ac.uk

www.peterborough.ac.uk/apprenticeship

---

**Vacancy Type**

Intermediate Level

Apprenticeship

---

**Apprenticeship Framework**

Accounting (FSP)

This Learning Provider has achieved a sector success rate of 77% for this type of apprenticeship training.

---

**Expected Duration**

12-15 months

---

**Skills Required**

- Excellent numeracy and literacy skills.
- Experience of Excel and Word.
- General IT skills.

---

**Qualifications Required**

GCSE or equivalent in Maths and English at C or above.

---

**Personal Qualities**

- Confident Communicator.
- Reliable.
- Highly Organised
- Enthusiastic about the business world.

---

**Important Other Information**

This position will be based in a small office environment in Stamford. There are 5 people based in the office 2 part time,

3 full time. Being part of a small team requires good people skills, a high level of tolerance, a professional manner and appearance and the ability and willingness to get stuck in and help out with a variety of tasks as required.

Bookkeeping is key element of running a business and our clients depend on us to provide this service. Bookkeeping requires processing a large amount of paperwork and a large element of the role will be data input. This has to be carried out quickly and efficiently and the candidate needs to possess the skills and character to carry out this role.

**Working week: Monday-Friday**

**Working hours: 9am-5pm**

**Time allocated for lunch: 30 mins**

**Overall weekly hours: 38**

**Option to take shorter lunch break and finish at 3pm on Friday.**

**Hourly wage: £2.76**

**Weekly wage: £104.88**

The National Minimum Wage (NMW) for Apprentices is £2.68 per hour from October 2013. This applies to 16-18 year old Apprentices and those aged over 19 in the first year of their Apprenticeship. For all other Apprentices the National Minimum wage appropriate to their age applies.

The Minimum Wage for Apprentices applies to both time

spent on the job plus time spent training.

---

## **Future Prospects**

The candidate will be required to undertake the L2 AAT Qualification but will also learn bookkeeping on the job.

An AAT qualification can lead to professional Accountancy Qualification although currently this is not being offered via Stamford Bookkeeping.

Once the candidate has the necessary experience either via studies or on the job training they will be given their own portfolio of clients to manage.

---

## **Reality Check**

The position will be primarily based from the Stamford Office but you may at times be required to visit client's at their own premises. On these occasions transport will be provided or re-imbursed.

---