

# Level 3 Finance Apprenticeship

## Job Description /



### Job Purpose:

Efficiently managing Vectare's financial operations including streamlining supplier invoices, monitoring ledgers, coordinating payment schedules, implementing finance policies, overseeing cash flows, processing payments and invoices, assisting in credit control, providing assistance with payroll, and handling miscellaneous tasks.

### Job Location:

Based at our Loughborough Head Office, with frequent travel across the UK and occasional remote working.

### Line Manager(s):

Holly Frearson, Accounts Assistant

### About Vectare:

Vectare is a disruptive, innovative, technology-driven transport start-up. We use our bespoke technology to deliver excellent home to school and corporate transport services to fifty independent schools across the UK and a range of blue-chip corporate clients. We also operate local bus, Park and Ride and demand responsive transport services on behalf of local authorities across the Midlands and the East of England.

Our mission is to deliver excellent road passenger transport to all who require it. We want to see bus and coach travel be a mode that people choose to use rather than just being the mode of last resort.

Our Head Office is in Loughborough, and we have depots in Nottingham (Long Eaton), Chelmsford (Rettendon Common and Wickford) and Swaffham. Head Office houses our Service Delivery Centre, from which we control our entire local bus and subcontracted network and provide live telephone and email customer support. We also have a team of computer scientists and app developers, led by our Technology Director, who create digital transport management solutions to support our clients' and our own transport operations.



## Main duties of the role:

### Responsibilities Include:

- Processing suppliers' invoices
- Working through supplier queries and maintaining the ledger
- Preparing payment runs for approval
- Supporting the accounts assistant in implementing new finance policies
- Processing incoming cash and managing the petty cash system
- Processing outgoing payments
- Raising customer invoices
- Assisting with credit control
- Payroll administration
- Any adhoc tasks

### Person Specification:

- A Levels or Level 2 AAT
- Eager to start their career within the finance sector
- Motivated to work within a fast-paced environment
- Adequate IT skills

### About You:

People are at the heart of our business and at Vectare, we only want the best people. Our small team works to the highest standards and we expect everybody to focus on high quality service delivery and attention to detail.

To fit in and be successful at Vectare, you'll need to be an enthusiastic individual who can confidently answer 'yes' to all these questions:

- Do I work well independently, and as part of a team?
- Can I work on my own initiative, and use discretion and autonomy to solve problems proactively and compassionately?
- Am I innovative? Do I often come up with creative solutions to problems, rather than just implementing other people's solutions?
- Have I got excellent attention to detail?
- Am I able to spot problems and notice when things aren't quite right? Can I create solutions to these problems using my own initiative?



- Can I be flexible, calm under pressure and able to cope with a fast pace of change?
- Am I good at logistics, and capable of coordinating things?
- Am I able to manage multiple responsibilities at once by focusing on one task whilst keeping track of others?

You don't need to have transport experience, or a particular interest in transport to consider this role - we just want friendly, helpful and resourceful people who will work hard to deliver the best outcomes for our clients. You can learn about transport "on the job" if it isn't an industry that you've worked in before. There will be opportunities to undertake training and continuous professional development as part of this role, including the chance to learn to drive a bus if you wish!

### **Our Culture and Management Structure:**

At Vectare, we believe very strongly in valuing our staff, both as people and for the contribution that they can make to all levels of the business. This means that we'll treat you with respect, and we'll expect you to extend that same respect to everybody who you work with, at all levels of the business.

Directors will frequently ask your opinion about high-level business decisions, and equally we'll want and expect you to speak up if you think of something that we could be doing better. Feedback is an essential part of our culture, and as such we need you to feel confident about sharing your opinions with senior management – in an appropriate way and at an appropriate time, of course.

Transport is not a nine to five industry, and our team are flexible and adapt to that; you should anticipate a degree of evening and weekend working alongside the occasional early start. We're flexible on working hours however, and subject to prior agreement to ensure that our operational requirements are covered, we do allow staff to take time off during the core working day. We don't keep track of this rigidly; rather, we expect everybody to work hard and pitch in when required in return for the flexibility we are happy to give you when things quieten down.



## Remuneration Package:

A competitive salary is available for the right candidate. To arrange an informal conversation regarding the role and remuneration please email Dominic Kalantary, Director ([dominic@vectare.co.uk](mailto:dominic@vectare.co.uk)).

### *We also offer:*

- 20 days Annual Leave plus statutory Bank Holidays
- Defined contribution company pension scheme
- Perkbox healthcare and high street discounts scheme
- Apple iPhone and Macbook for work and personal use
- Open management culture and flexible working opportunities

To apply for this role, please email a CV and covering letter to: [jobs@vectare.co.uk](mailto:jobs@vectare.co.uk).

