



CI Arb
evolving to resolve

Recruitment pack



Leadership
Teamwork
Self-management
Transparency

Enthusiasm
Excellence
Initiative
Focus

www.ciarb.org



CI Arb is a registered Charity in
England and Wales, No: 803725

Job description

Job Title:	Finance Assistant Apprentice
Date:	August 2021
Qualification:	Level 4 Professional Accounting/Taxation Technician
Provider:	BPP
Reporting to:	Management Accountant

Overview

CIArb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 17,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CIArb works in the public interest through an international network of 41 branches.

Job Purpose

The Finance Assistant Apprentice is a central member of the CIArb team, reporting to the Management Accountant. The role will primarily involve credit control, ensuring accurate recording of income in the financial system, a key responsibility to ensure CIArb maintains resources to enable it to carry out its activities, along with further responsibilities within the finance team to assist with the accounting function. In partnership with The Apprenticeship Academy, we are committed to investing in your development enabling you to gain a Level 4 Professional Accounting/Taxation Technician.

Responsibilities

- Ensure accurate recording of all bank receipts on the finance system including education, events, dispute services and room hire
- Record membership income on the finance system. Liaise with Member Records Executive to ensure there is a consistency of data
- Prepare bank reconciliations for all institute and its subsidiaries bank accounts
- Ensure cheques are banked correctly with relevant paperwork and recorded on the finance system
- Validate all entries appearing on the bank statements and record them on the nominal ledger when required
- Assist the purchase ledger processes including payment run cover when required
- Maintain an appropriate level of the suspense account, investigating transactions and allocating them to the relevant GL codes
- Maintain VAT principles for different sales types
- Manage and maintain reconciliation of relevant balance sheet sections
- Support and assist with the annual external audit requirements

- Support the Branch Finance and Administration Executive with branch and partnership income
- Maintain good relationship with the Institute’s staff and other stakeholders
- Ad hoc reports and account analysis
- Carry out the tasks of other members of the accounts department when required

Person Spec

- An interest in and knowledge of an accounts department, either public sector or commerce. A willingness to learn both through the role and external training resources and learning
- First-class oral and written communication skills with close attention to detail.
- Recent experience of working independently and prioritising competing and complex demands
- Recent experience of developing and maintaining constructive, effective and flexible working relationships internally and externally
- The personal gravitas to establish relationships of confidence and trust with the most senior colleagues and stakeholders
- Some experience of undertaking basic research
- Strong understanding of the need for discretion in handling sensitive information and the judgement to know what can/must be shared and with whom and what should not
- Demonstrates and embeds CI Arb’s vision, objectives and values

Requirements

Qualifications

	The successful candidate should have:	Essential/ Desirable
2	Previously completed the Level 3 Diploma in Accounting or equivalent	E
3	GCSE’s or equivalent including Maths and English at grades A*-C (1-5)	E

Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable
1	Knowledge or experience of Access Dimensions	D
2	Knowledge of MS Office packages, Intranet, Web/Internet	E

Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable
1	Ability to deal with difficult customers	D
2	Ability to maintain confidentiality of work and tact at all times	E
3	Ability to work to deadlines	E

4	Ability to work on own initiative	D
5	Experience of working as a member of a team, providing support where necessary	E
6	Experience of liaising effectively with senior members of staff	D
7	Ability to contribute to the continuous improvement of processes and procedures	D
8	Good reading and writing skills, strong grammar and spelling, competent keyboard skills, good communication. Attention to detail.	E

Training Provided

As an Accounting Apprentice with BPP, you will complete the Professional Accountancy Taxation Level 4 Higher Apprenticeship. Within the apprenticeship you will undertake the AAT certificate level professional qualification. The apprenticeship will be completed at a BPP centre or via the Online Classroom platform, in addition to at the workplace.

Summary terms and conditions

Contract:	18 month Apprenticeship Scheme
Salary:	£10.85 per hour (London Living Wage) – 35 Hours per week
Future Prospects:	Full time employment in the Finance Team at CI Arb
Annual leave:	25 days holidays per annum plus UK bank holidays
Pension:	Minimum 8% Employer contribution with minimum 2% Employee contribution
Healthcare:	Company scheme subject to terms and conditions.
Life assurance:	Company life assurance scheme.
Other Benefits:	<ul style="list-style-type: none"> • Season ticket loan • Cycle to work scheme • Perk Box (employee money saving platform) • Flexible working hours • Social events e.g. Christmas party, summer party, International day, Charity events
Location:	We offer hybrid working post pandemic (mix of working from the office and home working) and we will provide IT equipment. The registered workplace will be CI Arb Head Office, 12 Bloomsbury Square, London, WC1A 2LP.
Notes:	This post will be subject to background checks. A full statement of the main terms and conditions of employment will be supplied with any formal offer of

employment. This job description does not form part of your contract of employment.

How to apply: To apply for this job opportunity, please [CLICK HERE](#)

Please ensure that you apply for the position as soon as possible to avoid disappointment. The closing date is a rough guideline as to when an advert will close. The advert may close before the given closing date if the employer has filled the position(s). BPP have a dedicated team who support students with disabilities, learning difficulties, health conditions and wellbeing. Please contact us at apprenticeshipapplications@bpp.com if you have any queries or would like more information.

Possible start date: September 2021