



## JOB VACANCY

**JOB TITLE** Accounts Apprentice  
**DEPARTMENT** Finance

**RESPONSIBLE TO** Accounts Supervisor  
**DIRECT REPORTS** NA

**SALARY** Competitive  
**WORKING HOURS** 40 hours per week inclusive of one study day.  
**CONTRACT** Permeant  
**LOCATION** Swansea.com Stadium

**BENEFITS** 25 days holiday, plus bank holidays  
Cycle to Work Scheme  
Private Medical Insurance & Health Cash Plan  
2 x Complimentary match tickets  
Discounted Club merchandise  
Enhanced Family Leave Payments

### ROLE AND RESPONSIBILITIES

We're seeking a motivated and enthusiastic Accounts Apprentice to join our Accounts Department based at the Swansea.com Stadium, home to Swansea City AFC.

Whilst this role is available to those looking to begin an apprenticeship in AAT Levels 2 or 3 in Accounting, we're also keen to hear from those who may be newly qualified or currently working towards their qualifications.

This is a unique opportunity to kick-start your career in finance within a fast-paced, exciting professional football environment where you will be challenged every day in a dynamic and supportive environment.

Reporting to the Accounts Supervisor, this role will involve the following duties:

- Purchase ledger activities; including the inputting of purchase invoices; creation of purchase orders, and reconciliation of supplier statements.
- Cash book maintenance.
- Sales ledger activities, including the creation of sales invoices and chasing of debtors; and
- General finance related administrative tasks.

You will work four days per week within the office, and one day will be a classroom day at the necessary training provider.



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### PERSON SPECIFICATION

This role is an entry level role; some experience or prior finance related training or experience is desirable, but not essential.

This is an excellent opportunity for someone who is at the beginning or considering starting a career in Finance and will provide an opportunity to gain a recognised accounting qualification.

The ideal candidate will be able to demonstrate accuracy and efficiency in their work and have transferrable skills to competently fulfil the role. They will also need to be well organised, and have a methodical approach to work

The role will also require strict adherence to confidentiality.

### GENERAL STATEMENT

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.

### SAFEGUARDING & WELFARE

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

### EQUALITY, DIVERSITY & INCLUSION STATEMENT

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.