

Role profile:

Finance Apprentice



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About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

Bruntwood is changing the way people work by creating inspiring environments that help people and businesses to flourish across Manchester, Leeds, Liverpool and Birmingham.

Bruntwood SciTech, our science and technology division, owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations such as

Manchester Science Park, Alderley Park in Cheshire and Platform in Leeds.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

Buildings and space is just the start of our story, we create thriving cities for all.

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday,

private healthcare, employee share scheme and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

So, work with us and shape your world..



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



**Pay attention
to detail
(it matters)**



**Be brilliant
to work with**



Role Profile

The role: Finance Apprentice

Salary: £18,617

We're developing and growing our apprenticeship roles at Bruntwood. We're committed to developing talent across all our city regions and have a unique opportunity to join our Apprenticeship Programme in our Finance team. This is a fantastic opportunity working for a leading and growing property company where you'll be able to gain an understanding of our finance team.

As an Apprentice, you'll get the opportunity to work and study simultaneously so you can gradually develop your skills in both a practical and educational environment. Throughout your time with us, you'll work in the Financial Group team and will liaise with colleagues across finance to gain a broad knowledge of finance, which will give you a solid foundation for any career in finance. Towards the end of your apprenticeship we will also ensure you get the opportunity to learn about our other finance functions in Bruntwood.

You'll have access to a mentor and a buddy who will help you to settle into the role, dedicated support from our Learning & Development team in your career development and continuous support from our trusted training partner.

What you do:

- Preparation and posting of company credit card (Soldo) monthly payments for all companies, including production of monthly spend report.
- Maintaining the overtime approval sheet and submission to payroll on a monthly basis
- Maintaining and posting monthly overhead accruals and prepayments
- Raising recharge invoices and managing resulting queries
- Preparing and posting monthly P&L journals for group overheads including payroll, core costs and recharges
- Assisting with weekly and quarterly cash forecasting
- Preparation of monthly headcount and payroll information for inclusion in KPI reporting for Group Operating Board
- Preparation of monthly reporting to business units showing spend vs forecast
- Running the monthly transaction report and formatting for the overhead P&L
- Central expense reallocation & maintaining check balances - ensuring that everything is coded to a relevant code combination

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Role Profile

What we're looking for:

- Good communication skills, both written and verbal
- Good organisational skills & strong attention to detail
- IT Skills (word & excel)
- Reliable and punctual to be able to work to deadlines
- Hard working and eager to learn and develop new skills
- Attention to detail
- Eagerness to learn and develop
- Ability to work effectively as part of a team
- Professional & flexible attitude to work

Entry requirements

- Minimum Maths and English GCSE

Benefits of working with us

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Ways of Working

- We understand the importance of **work-life balance**, so whilst we are primarily an office-based culture (it's what we do!), we also want to encourage flexibility and agility where possible. Our colleagues make use of our different spaces and find lots of ways to collaborate which enable them to find the balance that brings out the best in everything they do.



Holiday

- **28 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Money

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



Health

Employee Assistance

Programme - 24/7 access to mental health, legal & financial support, including counselling

- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Free private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices



Development

- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2,000, amount dependent on the type of learning
- **Mentoring scheme**



Travel

- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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