

## BUSINESS ADMINISTRATION APPRENTICE (FINANCE & FACILITIES)

### Why your role is important

The administrative requirements of any business are important as it helps 'keep the wheels turning', at UMi you will support an established Central Services function. You will be a trusted and reliable member of the team and in turn will gain a breadth of experience as our business administration apprentice.

### MAIN RESPONSIBILITIES AND KPI'S

- Always underpin the ART of UMi by being willing to use your skills, experience, and personal characteristics to support projects and activities outside of your core role.
- Be UMi's greatest advocate through active involvement in promotional and marketing activity and through broader networking and introductions.
- Uphold our commitment to people, planet and profit by consistently operating to UMi's policies, standards and ethics.
- To support the administrative functions within the business, working and studying towards a Level 3 Standard in Business Administration.
- Provide confidential administration support to the Chief Financial Officer, Head of Central Services, Office Manager and Finance Function within the business on a day to day basis.
- Financial administration including but not limited to, scanning post, Xero administration, raising POs, bank feed postings, support in payment run information gathering and uploading and support with DEXT invoicing.
- Support with administration of roles and review access on a regular basis or alongside the starter and leaver process for financial systems such as Xero, DEXT, Approval Max, Pleo.
- Support the Chief Financial Officer, Head of Central Services and Office Manager in ISO administration and other business wide KPI and assurance administration.
- Coordination and booking of meetings and any necessary technology, travel, accommodation, and room hire.
- Ordering and recording of business and facilities supplies.
- Check facilities and finance email inboxes on a regular basis throughout the day.
- Meet and greet visitors at our Navigators Point office, providing Wi-Fi codes and fob access where authorised.
- Posting communications relating to environmental awareness / charity work e.g., CDCF, Smart Works on Teams as and when they come through.
- Catering for meetings – internal meetings and external meetings (room hire) – this may include tea/coffee and also lunches.

## THE ART OF UMi

Our values and beliefs

- **Adventurous** – our adventures take us far and wide – they're tough and exciting but we are fearless and open-minded about where they might lead.
- **Responsible** – we share a collective responsibility to each other, respect the world we live in, and we keep our promises.
- **Togetherness** - We can achieve more together than we can apart, and we know that businesses are more than just bricks and mortar or numbers on a spreadsheet – they're powered by people.

### YOUR ROLE WITHIN UMi

- Team: Central Services Team
- Your Manager: Chief Financial Officer
- Reports: N/A
- Group: Apprentice

### THE ESSENTIAL THINGS YOU NEED

- A\* - C grades (Level 4-9) at GCSE or equivalent including Maths and English
- Strong IT skills (competent with Microsoft Office Applications).
- Strong work ethic and team player with the ability to prioritise workload effectively.
- Knowledge and experience of administration and support (scanning, printing, photocopying).
- Ability to work under pressure and on own initiative as well as part of a team.
- A good eye for detail.
- Ability to communicate professionally.
- Must be able to maintain confidentiality and private information.
- Ability to multi-task and operate within a fast-paced context when required.

### THE THINGS THAT ARE NICE TO HAVE

- Knowledge of financial administration.
- Experience of supporting and assisting managers and staff across multiple sites.