



## **ACCOUNTS APPRENTICE (LEVEL 2)**



### **The Company**

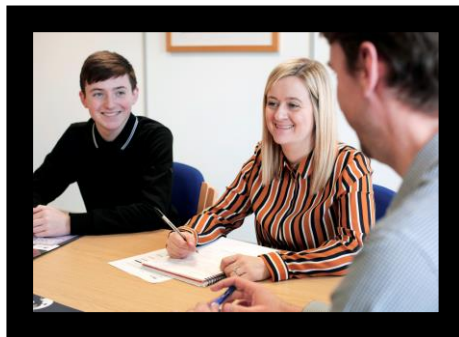
PD Ports is one of the UK's major port groups and one of the largest employers in the Tees Valley. Operating out of 12 key ports and logistics centres across the UK, we are committed to retaining and developing talent nationwide. With headquarters based in the North East of England, PD Ports owns and operates Teesport, one of the UK's most progressive ports, which supports over 22,000 jobs and generates £1.4bn to the economy every year.

### **The Department**

Reporting to the Purchase Ledger and Procurement Controller, this role will be located in the Finance Department based in Queens Square, Middlesbrough.

### **The Apprenticeship**

An opportunity to join PD Ports completing a 15 month programme dependent on entry-level skills and experience, providing a high standard of knowledge, skills and behaviours in line with the requirements of the finance team, as well as the wider working environment. A mentor from within the business will be allocated to support the candidate throughout their apprenticeship, to set learning goals and track progress.



Gain AAT Foundation Certification Level 2 in Accounting, and represent work in an End Point Assessment (EPA), delivered at Stockton Riverside College.

The aim of the apprenticeship programme is to develop knowledge of accounting systems and processes, accounting skills, and gain communication and personal skills essential for the workplace environment, with support from the business and external training providers.

Working in the office and remotely as part of a busy team gaining hands on experience dealing with invoicing, maintaining accurate records, balancing of accounts and assisting in preparation of financial statements and reports and completion on VAT returns and banking processing.

Applicants will require the below initial skill base to apply:

- Apprentices without GCSE Maths and English, Level 2 will need to achieve this level and have taken the test for level 2 prior to taking their end point assessment, supported by Middlesbrough College
- Interest in accounts and finance
- Good level of IT Skills, Microsoft Word, excel, outlook, Teams is required
- Good communication skills
- Organisational skills
- Able to work to deadlines
- Be able to use own initiative
- High levels of accuracy
- Professional conduct

If you would like to be considered for this exciting opportunity, please apply by sending in your CV along with a covering letter to:

**Tanya Mountain,**  
**Group HR Officer,**  
**PD Ports**  
**17-27 Queen's Square,**  
**Middlesbrough,**  
**TS2 1AH.**

Or via e-mail: [hr.admin@pdports.co.uk](mailto:hr.admin@pdports.co.uk)

Closing date: **13<sup>th</sup> September 2021**

