

## Sales & Accounts Receivable Apprenticeship

Department:	Finance.
Location:	Motorsport UK, Bicester Motion.
Hours of Work:	Full Time (37.5 hours per week). Core hours are 09:00 until 17:30, Mon – Fri.
Line Manager:	Financial Controller.
Direct Reports:	None.
Salary:	£17,500 pa.
Contract:	Fixed Term for duration of Apprenticeship.
Grade:	B

### Who are Motorsport UK?

At Motorsport UK, we believe that everything starts with our community. There are thousands of people competing, officiating, or marshalling on Saturday and Sunday afternoons away from their regular jobs and lives, each and every week. They are at the heart of UK motorsport.

As the National Sporting Authority, recognised by the Fédération Internationale de l'Automobile (FIA), we encourage, administer, promote, advance, and manage four-wheel motorsport in the UK.

Our work enables over 45,000 drivers to compete across more than 4,000 events each year in a safe, fair, fun, and inclusive way.

### So, what's the story behind this apprenticeship?

Our finance department keep our day-to-day operations moving. They ensure the business is run efficiently, setting the budget, and playing a proactive role in managing the overall finances for Motorsport UK.

You will be working alongside a collaborative and enthusiastic team who not only help ensure the organisation meets its strategic objectives, they are excited to guide the successful candidate into the world of finance.

Alongside the completion of a 'Level 2 Accounts/Finance Assistant' apprenticeship, you will gain valuable frontline customer service experience both internally and externally within our Finance and Sales departments.

### What will you be focusing on?

Primarily, you will work closely with our Financial Controller and the wider Finance Team by providing administrative support through processing sales orders and first line credit control – equipping you with valuable transferable skills for the future.



## So, what does the role look like in practice?

This role is broad, so you'll be assisting the team with a wide range of tasks, including:

- Processing all sales orders on the IMIS CRM system and take payment.
- Processing telephone and web sales orders.
- Processing HTP barcode payments.
- Processing vehicle passport payments including liaising with Scrutineers.
- The fulfilment of technical orders including helmet stickers and homologation papers.
- Processing and assisting with the fulfilment of Starter Pack sales.
- Ensuring all orders are processed correctly, including VAT calculations, in appropriate batches.
- Ensuring all customer enquiries are dealt with and manage the 'sales' email box.
- Maintaining the Price List for goods and other sales items.
- Raising sales invoices as required.
- Running the weekly aged debt report and circulating with commentary to the finance team.
- Providing first line credit control, chasing customers by phone and / or email for payment of overdue debt.
- Issuing refunds to customers where applicable.
- Proactively looking for opportunities to improve processes and controls.
- Supporting the Finance, Sales and / or Events teams with ad-hoc projects, which could include the opportunity to support evening and weekend events.
- Assisting the Finance team with audit and other professional advisor requests.
- Providing support and cover to other members of the finance team when required.

## What about the course itself?

The Level 2 Accounts/Finance Assistant apprenticeship is a 15-month course, including AAT Level 2 qualification, that aims to build solid foundations for a career in finance. Below is a link to the course for further information:

<https://www.nwslc.ac.uk/course/business-apprenticeships/>

The course will be delivered by North Warwickshire & South Leicestershire College. But don't worry about location, learning can be delivered remotely, and your tutor/assessor will visit you at our HQ in Bicester when necessary.



## Who are Motorsport UK looking for?

To make a success of the role, the ideal candidate for this apprenticeship will be able to demonstrate the following skills, experiences, and knowledge:

### *Essential*

- A minimum of 4 GCSEs Grade A\*- C (9-4) including Maths and English.
- Frontline experience of providing customer service support, handling ad hoc queries, or explaining detailed points to those who may not have experience in that area.
- A clear hunger for personal learning and development and willingness to embrace feedback.
- An obvious passion for embarking on a career within Accounts and Finance to support our community.
- The ability to travel to and from the Motorsport UK offices in Bicester.
- Eligibility to work within the UK.

### *Desirable*

- Ideally an A-level in Accounting and Finance or business is preferred, but not essential.
- Experience of working both independently and as part of a team.
- Experience of working to deadlines and completing administrative tasks.
- An active interest in sport and the function of governing bodies.

## How do I apply?

To apply for this position, simply follow the link below to the National Apprenticeship website and complete the application process.

[Sales & Accounts Receivable Apprentice - Find an apprenticeship \(findapprenticeship.service.gov.uk\)](https://findapprenticeship.service.gov.uk)

Following the submission of your application, representatives from North Warwickshire & South Leicestershire College will conduct some initial screening, before asking you to produce a CV and Cover Letter to be passed onto us.

Within your Cover Letter, we want to hear more about why you're interested in this role and why you believe that you are the right person for the job. Remember, including relevant examples is always useful for us to be able to understand your experiences.

The closing date for applications will be **23 February 2022**.