

<p>About Prodec Networks Limited and Smart Capital Technology</p>	<p>A privately held Technology company based in Twyford, Reading.</p> <p>Prodec Networks offers technology hardware, software and managed service whilst Smart Capital Technology operates as an inventory as a service and IT engineering managed service provider.</p> <p>The company is going through an exciting phase of growth with over 160 employees based in the UK. The company predominantly has UK customers and a growing presence internationally.</p>
<p>Job Title</p>	<p>Apprentice Accountant</p>
<p>Objective</p>	<p>To support the finance function whilst gaining practical training and development towards an Apprenticeship Qualification, through the following AAT Levels:</p> <ul style="list-style-type: none"> • Level 2 Foundation Certificate in Accounting • Level 3 Advanced Diploma in Accounting • Level 4 Professional Diploma in Accounting <p>There are further opportunities after this stage to progress to Chartered Accountancy qualifications.</p> <p>Training will be fully funded.</p>
<p>Location</p>	<p>Head Office Unit 7 The Pavilions, Twyford, Reading, RG10 9NN</p>
<p>Accountable to</p>	<p>Finance Operations Manager</p>
<p>Responsible for</p>	<p>Assisting the finance team to ensure deadlines are met and ensuring appropriate financial control is sustained</p>
<p>Working relationships</p>	<p>The Apprentice will interact with suppliers, customers and internally with Finance, Sales and Operation functions</p>
<p>Key tasks</p>	<p>Throughout the period the roles will be rotated to ensure coverage of key accounts assistant roles including but not limited to, accounts payable, accounts receivable, audit,</p>

	<p>general ledger, payroll, fulfilments, order processing, tax and VAT</p> <p>Initial Duties:</p> <ul style="list-style-type: none"> • Scheduling payments to suppliers • Dealing professionally with supplier queries • Scanning & filling purchase invoices • Collating invoices for payment runs • Telephone support • Ad hoc support <p>The role will develop in line with the apprenticeship training plan and successful completion of the AAT examinations.</p>
<p>Core skills</p>	<p>Key skills required:</p> <ul style="list-style-type: none"> • Flexible and Adaptable • Technical savvy would be an advantage particularly with Excel <p>Personality skills</p> <ul style="list-style-type: none"> • Commitment & willingness to learn • Desire to work as part of team • Enthusiasm!