

Finance Apprentice

We are Lightfoot, a high-growth technology company based just outside Exeter that is focused on making a difference worldwide, one driver at a time.

We help businesses and private motorists improve performance and safety. Our technology has been proven to reduce fuel use and emissions rates by 10-20%, and at-fault accidents and wear and tear by 40-50%.

Our technology connects to your vehicle's on-board computer and uses all the live data it produces to analyse how efficiently you are driving. It's similar to how performance is analysed in Formula 1. Lightfoot turns that data into simple feedback for you – the driver – so you know when you're pushing your vehicle too far and can bring it back to maximum efficiency.

We're a fun-loving bunch who are growing at an astonishing rate. We've moved into a brand-new, state-of-the-art office near Exeter in the beautiful Southwest (which was voted Exeter's 'Best Workspace'). We are excited to keep growing the Lightfoot family with like-minded, passionate individuals who share our values;

- We care deeply.
- We are innovative.
- We deliver excellence.
- We are customer first.
- We are friendly and celebrate individuality.

Role overview

This role will work as part of the Finance team and reports to our Financial Controller. As a Finance Apprentice you will gain hands-on experience in financial operations and support the finance department in various tasks. This role is offered as full time however 1 day a week will be spent studying towards a relevant finance qualification through the apprenticeship scheme.

Key responsibilities

- Assist in financial record keeping and data entry
- Checking purchase invoices and posting to accounting system
- Reconciling supplier statements
- Preparing purchase orders as approved by budget holders
- Daily bank reconciliations
- Credit card processing and reconciling
- Staff Expense processing including checking and posting to accounting system
- Support budget holders with ordering
- Assist Supply Chain Co-ordinator with stock ordering and processes
- Provide administrative support to the finance team as necessary

Desired qualifications, skills and experience

- The desire and willingness to learn is **essential**
- Excellent spoken and strong written communication skills are **essential**
- Comfortable working in fast-paced environment is **essential**
- Computer proficiency including Microsoft Excel is **essential**

Personal characteristics

- Be a positive advocate for our company values.
- A quick, agile learner
- A keen eye for detail

- Able to communicate confidently with all levels within the business.
- Driven to deliver positive business results.
- Problem solver who loves to tackle data challenges pro-actively.
- Personable and outgoing, with a good sense of humour

Salary & Benefits

- £15,000 pa
- Full study support
- Inclusion in company bonus scheme
- Free onsite parking
- 24 days holiday plus bank holidays
- Extra day off for your birthday
- Christmas closure – closed from Christmas eve at 5pm until the first working day in January.
- Holiday buy back scheme – The chance to buy up to an extra week's holiday.
- Company pension
- Health & Dental plan plus additional discounts through our benefits platform
- A Lightfoot device for all employees
- Company social events and activities
- Company sick pay

Location

- There is the opportunity for Hybrid working (office & home working). Office space based on the outskirts of Exeter.