



Business Administration Apprenticeship

Due to increased demand for our services we are looking for confident and organised individual to join our Charity.

Job Description

- Processing invoices and producing monthly financial reports
- Digital marketing and website maintenance
- Devising spreadsheets
- Maintaining electronic filing
- Administrative duties
- Coordination of activities

Lincolnshire Traveller Initiative-

We are a small Charity based in Lincolnshire. We support the Traveller and Gypsy community in access to education, adult training, access to employment and promoting healthcare.

Qualifications Required

- 5 GCSE's, A-C or 9-4 grades in Math's and English

Skills Required

- Good communication skills
- Ability to use Microsoft package- Excel, Word, Outlook and Teams
- Problem solving
- Good understanding of finance

Personal Qualities

- Attention to detail
- Positive outlook and attitude
- Open to learning
- Good sense of humour and able to remain calm.

Training Provided

- Your full role and responsibilities will be set out by Lincolnshire Traveller Initiative. We will provide you with all the on-the-job training you need to up-skill in your role, and your 20% off-the-job learning will be incorporated as part of your working day.
- If successful, you will complete a Level 3 Business Administration apprenticeship programme, delivered through Lincolnshire Traveller Initiative's Training Provider.
- The position is for 30 hours per week during Term-time, including 20% off the job training. Rate of pay will be £4.30 per hour, whilst studying.

Future Prospects

- Depending on the candidate, our aim would be to continue employing this person, supporting and encouraging them to grow within the Charity.

How to Apply

- Please send a CV along with a cover letter to cat.entwistle@lincsti.co.uk. Closing Date for applications is 30th July 2021. Interviews are scheduled to take place on 17th and 18th August 2021, with an anticipated start date of 6th September.