

## **Job Description**

**Job Title:** Finance Apprentice – Business Partnering

**Reporting to:** Head of Finance – Business Partnering

**Location:** 12<sup>th</sup> Floor Tower Wing, Guy's Hospital, Great Maze Pond, London SE1 9RT

---

The Cell and Gene Therapy Catapult (CGT Catapult) is an independent innovation and technology organisation committed to the advancement of cell and gene therapies with a vision of a thriving industry delivering life changing advanced therapies to the world. It creates powerful collaborations which overcome challenges to the advancement of the sector.

With over 400 experts covering all aspects of advanced therapies, it applies its unique capabilities and assets, in collaboration with academia, industry and healthcare providers to develop new technology and innovation.

The CGT Catapult works with Innovate UK.

### **Purpose of Role:**

A Finance Apprentice within the Finance Business Partnering team to help day to day functions alongside month end close out. Working within the ethos of a mature finance team, gain skills and application of knowledge of keeping accurate transactions and data integrity in finance systems compliant with good practice. The role will report into the Lead Finance Business Partner with mentoring support from other finance team members including Group Finance.

### **Key Accountabilities:**

- Transaction processing in SAP ByDesign.
- Accrual and prepayment postings and other month end duties.
- Setting up Projects and maintaining Master Data with input from Project Managers.
- Supporting with project or timesheet queries and analysis.
- Providing insight/Tracking and Analysis of the ATTC Programme to its stakeholders.
- Working closely with the PMO function providing finance support for Goods receipting/Journals and accruals.
- To ensure invoicing is undertaken in a timely manner and monitor outstanding debtors.
- Active involvement in process improvement initiatives.
- Providing cover for other Finance team members where necessary.
- Ad hoc projects / tasks, as required.
- As part of the role, the candidate will undertake the Level 3 AAT Qualification.

### **Knowledge / Skills / Competencies:**

- Drive to learn and develop skills and application of knowledge.
- Build and establish positive working relationships.

- Self-motivated and autonomous with effective time management abilities.
- Ambitious, collaborative, driven.
- Comfortable operating autonomously once goals and objectives are set.
- Take proactive ownership of own personal and career development plans.
- Excellent written and verbal communication skills.
- Able to work under pressure and meet deadlines.
- Able to manage sensitive and confidential information.
- Accurate with strong attention to detail.
- Ability to quickly establish credibility and build rapport and trust.
- Self-motivation and able to take responsibility.
- Excellent organisational skills, with the ability to manage and prioritise and tasks and time efficiently.
- A positive attitude towards learning, personal and professional development.
- Willingness to travel.
- A good team player who's willing to pick up other duties to assist in a small finance team.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Performs other duties as and when directed.
- Academic Progression through AAT qualification.

**Education / Qualifications:**

- A-Levels A\* - C.
- English & Maths GCSE (Grade 4 and above).