

Accounts Payable Administrator Apprentice Opportunity with:



PRUDENTIAL

Location: Reading, RG1 3ES

Apprenticeship qualification: AAT Level 3 Apprenticeship

Minimum qualification requirements: As a minimum, candidates 5 GCSEs grades A*-C including grade B+ in Maths

Salary: £15,986 per annum

Company Description

At Prudential we help people build their futures with long-term savings, investments and pensions. And with six million customers in the UK along, we're one of the country's leading Life and Pensions providers. We're also one of the longest-established, with roots going back to 1848.

Vacancy Description

At Prudential we work hard to create an environment that enables everyone to flourish and we actively encourage diversity across the business.

As an Accounts Payable Apprentice you will support a variety of tasks, from processing personal expenses for your colleagues across the business, to ensuring payment of our suppliers when they invoice Prudential. This role will have impact on both internal and external customers, and will provide the opportunity to develop in multiple processes and systems, gaining valuable experience.

Your duties will include:

- Processing and auditing personal expense payments
- Resolving queries
- Building relationships with internal and external colleagues
- Invoice processing
- Providing ad hoc admin support to the team where required

To apply: Please register and apply via www.getmyfirstjob.co.uk, vacancy reference number 82542.



Alternatively you can follow the below link.

<http://prudential.bppuniversity.ac.uk>

We currently have thousands of vacancies available to view and apply for at www.getmyfirstjob.co.uk.

Should you require any further information, advice or guidance please email apprenticeshipapplications@bpp.com or call the apprenticeships team on 0161 244 6410

For further information in regards to qualifications, apprenticeship vacancies and summer school, please visit: www.bpp.com/apprenticeships