**Finance Management Trainee**

Do you want to come to work to make a difference, put all your talents to good use, really help people and to make our company better? We are looking for a dynamic, teamwork and customer-focused Finance Management Trainee who is willing to develop a successful career within Taylor Wimpey.

As a Trainee we aim to equip you with an appreciation of the Company’s overall business and an in-depth knowledge of the Finance function within the Regional Business Unit. The overall training will enable the Trainee to carry out the key activities as detailed below. Thereafter, and subject to the Trainee’s performance over a four year period and a suitable vacancy, it will be the intention to employ the Trainee in an appropriate permanent position within the Finance Department.

The Finance Management Trainee will study part time at an agreed college/training provider to gain the CIMA Diploma in Business Accounting Practice. On successful completion of the diploma, the Trainee will then be eligible to continue their studies with the CIMA Professional Qualification.

**The Role:**

* Working alongside the Finance Assistants’ to gain an all-round knowledge of invoice processing, sub-contractor payments, supplier account reconciliations, account set up and maintenance.
* Working with the Commercial team on supplier account queries
* Processing and checking employee expenses
* Processing weekly cheque payments
* Filing of relevant and appropriate financial records
* Working with the Accounts Assistant on processing cashbook entries on COINs and assisting with the Cash book reconciliation(s)
* Working with the Accounts Assistant to review and process completion statements on COINs system
* Liaise with sales and legal teams on completion queries
* Working with the Finance Manager and Assistant Accountant on weekly and monthly reporting processes including general ledger journals, balance sheet reconciliations and producing financial statements
* Compliance with audit procedure and TW Operating Framework
* Ad hoc financial analysis work as required
* Provide ad-hoc support as required by the Finance Manager

**The Person:**

* Knowledge of MS Office (Excel, Word and Outlook)
* Ability to multi-task and prioritise workload
* Working as part of a team
* A minimum of 3 Highers at Grade C or above to include English and Maths

**Training Progression:**

* Exam results and college reports will be reviewed at the appropriate time, and continuing employment will be dependent upon satisfactory results
* The Trainee will be appraised every three/six months to review progress

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role**