



# CANDIDATE BRIEF

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# FINANCE APPRENTICE

APRIL 2026





## AN INTERNATIONAL SPORTING VENUE, A PROFESSIONAL COUNTY CRICKET CLUB AND A THRIVING COMMUNITY HUB

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Trent Bridge, home of Nottinghamshire County Cricket Club, is seeking a motivated Finance Apprentice to join its finance team. This role will work closely with the Assistant Management Accountant, providing support in the production of accurate and timely financial information.

Key responsibilities will include cash book processing and bank reconciliations, along with the posting and reconciliation of all income streams. The successful candidate will also be responsible for the processing and payment of purchase ledger invoices across two businesses within the wider Trent Bridge group. In addition, the role will offer exposure to credit control activities, journal postings, and support for the payroll function, including the collection of new starter information and the processing of leavers.

This opportunity is ideally suited to someone with general administrative experience who is looking to specialise or a graduate looking to take their first steps into the world of finance. We are committed to supporting the successful candidate in achieving their AAT Level 4 qualification, providing a strong foundation for long-term career in finance at one of the country's most exciting international sporting venues.

If this role interests you, please refer to the full Role Profile and Person Specification below. While we welcome applications from candidates who meet all the criteria, we also recognise this is a developmental position and encourage applications from individuals who may have minor gaps in experience but demonstrate strong potential and excellent team fit. For the right candidate, this role offers a valuable developmental opportunity.

## **ACCOUNTS DEPARTMENT ROLE PROFILE**

### **FINANCE APPRENTICE**

**RESPONSIBLE TO:** Assistant Management Accountant

**RESPONSIBLE FOR:** N/A

**SALARY:** £23,250 (35hrs per week)

### **SPECIFIC ROLE PROFILE**

- Cash posting, including daily bank reconciliation and cash book processing
- Creating and posting journals
- Sales ledger invoicing and credit control function including invoicing of contractual agreements (e.g. liaison with Sales teams ensures all milestones are billed on time)
- Management of the astro pitch hire bookings
- Purchase ledger processing
- Printing of PO's
- Petty cash processing
- Compiling and reconciling cash float requirements
- Reconciling income sheets for various areas of the business
- Providing excellent customer service and financial information to all internal and external stakeholders
- Collating new starter payroll information
- Create and maintain standard operating procedure documents for key work processes
- Working closely with, and assisting where required, the wider finance team comprising of Assistant Management Accountant, Finance Assistant and a Payroll and Benefits Administrator
- Any other duties as requested by the Assistant Management Accountant

### **MEASURABLE KPIs**

- Accounts and cash book reconciled on a daily basis
- Month end transactions to be completed in line with timetable
- Tight credit control processing (resulting in no sales ledger account balances outstanding over 60 days)
- Low level of pending queries
- Completion of AAT qualification (evenings or weekends)

### **3. EQUITY, DIVERSITY AND INCLUSION**

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

#### 4. SAFEGUARDING

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.

### ACCOUNTS DEPARTMENT PERSON SPECIFICATION

#### FINANCE APPRENTICE

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Genuine interest in a career in finance</li> </ul>	<ul style="list-style-type: none"> <li>- Worked within an accounts/administration setting</li> <li>- Accounting software (preferably SAGE Line 200)</li> <li>- Online Banking (preferably HSBCNet)</li> <li>- Worked within a sports club</li> <li>- Worked within a member's club/society/charity</li> <li>- Procurement</li> <li>- Treasury</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Working knowledge of Microsoft Office, particularly Outlook and Excel</li> </ul>	<ul style="list-style-type: none"> <li>- Advanced Excel with emphasis on formulas and pivot tables</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Ability to prioritise workload</li> <li>- Ability to work to strict deadlines and under pressure</li> <li>- High level of accuracy and attention to detail</li> <li>- Pride in presentation of work</li> <li>- Ability to work on own initiative</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- 5 A-C or level 4+ GCSEs</li> </ul>	<ul style="list-style-type: none"> <li>- A Level or Degree in mathematics, finance or business</li> </ul>
<b>Qualities &amp; Attitude</b>	<ul style="list-style-type: none"> <li>- Ability to build good working relationship with stakeholders at all levels</li> <li>- Pro-active approach</li> </ul>	

	<ul style="list-style-type: none"><li>- Ability to learn new systems and processes quickly</li><li>- “Can do” attitude</li><li>- Friendly &amp; approachable.</li><li>- Respect for confidentiality</li></ul>	
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**HOW TO APPLY**

For a full job description, including the person specification please visit <https://www.trentbridge.co.uk/jobs/index.html>

Please apply via our recruitment link at: [Finance Apprentice job - Nottinghamshire County Cricket Club - Nottinghamshire County Cricket Club](#)

If you have any questions please email the HR Department at: [recruitment@trentbridge.co.uk](mailto:recruitment@trentbridge.co.uk)

Closing date for receipt of applications will be: 15<sup>th</sup> May 2026

Interview dates: 21<sup>st</sup> and 22<sup>nd</sup> May 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Therefore, if you are interested, please submit your application as early as possible

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect the same commitment from all staff and volunteers

We are an equal opportunity employer. we celebrate diversity and are committed to building an inclusive environment for all employees. when submitting your details, please let us know if you require any support or reasonable adjustments during the interview process

No agencies please



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