



Trainee Finance Assistant

Babraham Bioscience Technologies (BBT) is the company that manages and develops the Babraham Research Campus, and is responsible for the facilities management and commercial development of the site for the benefit of all the tenant companies including the Babraham Institute.

BBT currently has an exciting opportunity for a Trainee Finance Assistant to join its small, friendly team. This is an excellent developmental position which would ideally suit someone who is looking to start a career in Finance and obtain an AAT qualification.

Responsibilities and duties:

This position covers many of the day-to-day Finance operations including: purchase and sales ledger, cash management and general finance administration.

Qualifications and experience:

The successful candidate will have a minimum of 5 GCSE's or equivalent (including Maths and English), excellent communication and interpersonal skills, as well as excellent accuracy and attention to detail. Experience of creating and using Excel spreadsheets, including formulas and formatting will be advantageous but not essential.

Full training will be provided and support will be available to undertake a full AAT qualification.

To apply please send your CV and covering letter outlining your salary expectations to:
bbthr@babraham.co.uk

Closing date for applications: 17th March 2019