



Finance Apprentice

An exciting opportunity has arisen to join MechFS, one of the largest contractors in the region at their Beckingham Office. Our primary business is construction and we currently work nationally with some of the largest contractors & companies in the UK. We are recruiting for a finance apprentice to work alongside a current team of 3.

Key Tasks would include:

- Coding purchase invoices to projects & checking against the original purchase orders
- Ensuring larger invoices are processed for sign off and follow procedure
- Checking & chasing weekly timesheets from employees
- Processing and checking expense forms
- Entering purchase invoices onto Sage
- Ensuring monthly supplier statements are present and checked
- Collating of information from Sage to assist finance in project costing
- Answering phone calls/taking messages

MechFS will provide Sage training as required & willing to discuss further options regarding study. We are looking for someone who wishes to undertake a career in Finance. The right candidate will be very organised, happy to work within a team and have the ability to use their own initiative.

MechFS offers a pension contribution of up to 3%, 28 days' holiday, working hours 9-5pm.

All CV's to natalie@mechfs.org