

Business Administration Apprenticeship Opportunity 2023

Burroughs is a long-established family business specialising in civil & structural engineering and project and cost management consultancy. We are a sustainably growing business with around 45 staff. In business since 1988 we have developed a reputation for both practical and innovative designs and an ability to engineer solutions to make complex schemes successful.

Job Summary

Are you looking for an apprenticeship with Excellent Career Progression Opportunities? Then please read on.

Burroughs are recruiting for a Business Administration Apprentice to join our vibrant, exciting and growing team based out of our Cardiff office. Here you will join our diverse team and gain knowledge and experience in a host of administrative, financial and project management operations.

Through work experience, studying, coaching, training and development, the employee will be able to carry out a variety of administrative, financial and project management duties competently and effectively within a pre-determined timeframe.

We understand that not everybody is clear on their chosen career path and that's alright. This opportunity allows the apprentice to gain exposure within 3 key areas of our business, upon completion of the business administration apprenticeship we will decide with the chosen candidate if they would like to pursue a career in Accounting and Finance, Advanced Business Administration or Project Management and can adapt their training and learning accordingly.

You will find that here at Burroughs we go the extra mile in supporting our staff's training and progression, developing the professionals of tomorrow.

Responsibilities include

- Meet and greet clients, service meetings, answer telephones and take and relay messages
- Support achievement of Quality Management standards and Industry accreditations
- Offering Internal Project Management Support to our Engineering schemes
- Document control
- Posting timesheets onto our finance software
- Manage credit card expenditure
- Raising sales Invoices to our clients
- Assisting with the preparation of quarterly VAT returns
- Dealing with incoming and outgoing mail
- Undertake additional administrative duties in line with capabilities as required



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Skills / Qualifications Required

- GCSE English Language and Math (Grade A-C);
- Excellent written and verbal communication skills;
- Ability to work well independently and as part of a team;
- Competent user of Microsoft Office (specifically Outlook, Excel, Word and Teams);
- Motivated and willing to learn in a dynamic environment; and
- Ability to work using own initiative and demonstrate a methodical approach;

Skills / Qualifications Desirable

- A Levels or AS Levels;
- Excellent telephone manner; and
- Full, clean drivers' licence is advantageous;

Benefits (please visit <https://www.burroughs.co.uk/worklife-burroughs/>)

- A supportive working environment;
- Agile/flexible working to support the personal lives of staff;
- 24 days annual leave (excluding bank holidays, 3/4 are mandated to be taken at Christmas when the office shuts down);
- Additional one day annual leave allowance for every 5 years in employment;
- Life insurance and life assurance policies and a health care cash plan (Westfield);
- Contributory pension scheme (7%);
- We pay professional institution membership fees;
- We provide a pathway to Professional Membership;
- Formal, external training courses;
- Regular in-house peer-to-peer training sessions and regular external lunchtime CPD sessions; and
- Social benefits (football, yoga, charity support).

If you feel this opportunity is for you, please apply with a CV and Cover letter to admin@burroughs.co.uk by 7th April 2023. Alternatively, if you have any questions at all please do get in touch by calling 02920 647484.