

Yorkshire Housing Role Profile



**Yorkshire
Housing**

Job title:	Finance Apprentice	Leader of others:	No
Reports to:	Financial Planning and Analysis Manager	Contract type:	Agile Homeworking
Business Area	Finance	Car allowance	No
Budget holder?	No	DBS required:	No

Job purpose

As a Finance Apprentice, you'll play an active role in supporting our Finance Business Partners with analysis, modelling and reporting that helps us make informed decisions. You'll get involved in budgeting, planning and project work, helping us bring the story behind the numbers to life.

In return, we'll provide full on-the-job training, with our experienced team guiding your technical and personal development. We'll also support you to work towards a Level 4 Professional Accounting Technician qualification. As part of the apprenticeship, you'll attend training one day a week (or in block release) and complete the required assignments and assessments.

Key responsibilities

- Attend college as scheduled and complete required assignments for the Level 4 Accounting Technician qualification
- Assisting the Finance Business Partners with support for the business leaders
- Collaborate with both finance and operational colleagues to analyse issues impacting on financial and business performance
- Support the business partners with financial modelling and other analysis.
- Support the production of the monthly finance report and other similar reports
- Support the budgeting, forecasting and long-term planning processes as required
- Input into statutory, regulatory or other external reporting as required
- Develop good internal relationships within finance and wider business
- As you can imagine, the above might not be all you'll be responsible for in role so you might be asked to take on some other key responsibilities if they're suitable for your role
- Follow Group policy, procedures and statutory requirements

What you'll bring to the role

The main things:

- 2 A Levels (or equivalent) - Grades A-D
- 5 GCSEs (or equivalent) - Grades 9-4 / A-C or above including English and Maths
- Ability to demonstrate a high degree of accuracy and attention to detail
- Effective communication skills with the ability to maintain good working relationships
- Strong team working skills with the ability to flex what you are working on depending on priorities
- Ability to prioritise tasks effectively to meet specified deadlines
- Basic knowledge and experience in using Excel, PowerPoint and other Microsoft Office software
- Ability to make the most of technology and data, including analysing large data sets

- Eagerness to develop own skills and adapt to change
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues
- Ability to work flexibly in line with Hub, Home and Roam principles.

It would be a bonus if you have:

- Work Experience in an office environment
- Intermediate Excel skills

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

- **Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.
- **Be curious** • Think differently • Ask questions • Keep learning.
- **Make it happen** • Own it • Do it • Be empowered.
- **Achieve impact** • Do things that matter • Deliver results • Show pride and passion.
- **Have fun** • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

Date Role Profile last reviewed:

January 2026