



WELLINGTON NISSAN

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Registered Office as above
VAT Registration No. 666 7770 81
Registered in England (No. 3125962)

Dear Sir/Madam,

Wellington Motors Ltd Apprentice Accounts Assistant Vacancy

I am writing in regards to a current vacancy that we are advertising, for an Apprentice Accounts Assistant at Wellington Motors Ltd. The successful applicant will be working for a highly equipped modern dealership, and joining a team focussed on delivering a special service experience for our highly valued clients.

The apprentice will learn all aspects of a busy finance function, including; daily processes, financial reporting, invoicing, credit control, office administration as well as getting to know all aspects of the business. This is a great opportunity to take the first step into the working world, and to also become an integral part of a growing and ambitious business.

The applicant will undertake full training with Accountancy Learning, as part of their Flexible Apprenticeship Programme. Successful completion of the AAT (Level 2) Foundation Certificate in Accounting is a mandatory element of this apprenticeship. Full support will be provided from both Wellington Motors and Accountancy Learning, along with an opportunity to study during the week on a day release to college. As they will be working towards a professional qualification, it is also expected that studies are continued outside of normal office hours.

The applicants working week will be Monday to Thursday from 8:30am to 5:30pm, with a one-hour lunch break. The hourly salary will be £5.28. We require a minimum of 5 GCSE's, which must include Maths and English grades 9-5. We are looking for someone with great attention to detail, willingness to learn and to get involved with all aspects of the business, and someone who is a strong team player.

If you have any student in mind for this exciting opportunity, please contact Megan Lang directly on either 01823 660660 or email, meganlang@southwestnissan.co.uk – with a copy of the students CV. The vacancy can also be found on Indeed under “South West Nissan Apprentice Accounts/Finance Assistant”.

Kind Regards,

Megan Lang
Accounts Assistant
Wellington Motors Ltd

WELLINGTON NISSAN
NISSAN GLOBAL AWARD WINNER



The Nissan Global Award goes to a very elite group of dealers for being the “best-of-the-best” in sales and customer satisfaction. We could not have achieved this without the support of our community. We thank you, and look forward to many more years of doing business with you.