

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Accountant

**Classification:** Business, Finance and Related

**Ref:** 13,000

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**Aims & Objectives:** To develop key skills through the experience of work. To gain an insight into working within accounts and finance departments.

**Key Tasks:** Student will do a certain amount of observation then with training and under supervision may assist trained staff with a variety of simple tasks such as: Monitoring customer accounts; Issuing and collection of customer accounts; Processing and settling supplier accounts.

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**Requirements:** Student should have common sense and initiative and should have a definite interest in this area of work. Computer literacy.

**Clothing:** Student should dress in smart casual wear (no jeans) and have no visible tattoos or body/facial piercings.

**Working Hours:** 8.30am - 5.00pm Monday to Friday (max 37 hrs)

**Meal Breaks:** 1 hour for lunch. Canteen on site - lunchtimes may be unsupervised

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**Interview Required:** N

**Student to Arrange:** Y

**Notes:** Student to contact employer to arrange an interview / informal chat prior to starting the placement.

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**Employer's Health & Safety Risk Assessment:**

Health & Safety instruction provided by relevant supervisor.LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student will be supervised at all times.LIFTING & MANUAL HANDING:-Student must be shown safe lifting and handling.SLIPS, TRIPS & FALLS:-Student must not work at heights.EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student will not come into contact with hazardous chemicals or machinery.COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.CHILD PROTECTION: All staff are police checked

**Special Notes:**

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

**Last Visit Date:**

**Next Visit Date:**

**Risk Band: L**