

Job Description

Job Title	Finance & Booking Coordinator Apprentice
Directorate	Neighbourhoods and Housing
Service Area	City Halls
Grade	AP2
Competency Level	1
Salary	£24,547
Job Type	Office Based / Hybrid
Location	City Halls (St George's Hall primary base)
Apprenticeship	Business Administrator Level 3 - Business administrator / Skills England

About the Role

The Finance & Booking Coordinator Apprentice will support the City Halls team by providing administrative and financial support across venue operations. Working alongside experienced colleagues, you will help maintain accurate financial records, process bookings and support the smooth delivery of commercial activities across Liverpool's iconic venues.

This is an exciting opportunity to gain practical experience in finance, business administration and commercial operations while completing a recognised apprenticeship. You'll develop valuable skills in financial processes, business systems, customer service and event administration within a busy and dynamic environment.

What You'll Be Doing

You will:

- Support the processing of income and expenditure transactions.
- Assist with raising invoices for venue hire, events and associated services.
- Help create purchase orders and process supplier invoices.
- Maintain accurate financial records, databases and supporting documentation.
- Support budget monitoring, income tracking and financial reporting activities.
- Assist with monitoring payments and resolving routine queries.
- Learn to use SAP and other financial systems used across the Council.
- Support the administration of venue bookings and client records.
- Assist with preparing and issuing booking agreements and venue hire contracts.
- Ensure booking information is accurately recorded within business systems.
- Respond to routine enquiries from customers, colleagues and stakeholders.
- Support the City Halls Management Team with general administration and business support activities

What You'll Learn

During your apprenticeship you'll develop knowledge and skills in:

- Financial administration and accounting processes.
- Invoicing, purchase orders and payment procedures.
- Budget monitoring and financial reporting.
- Commercial operations and business administration.
- Venue bookings and contract management.
- Record keeping and data management.
- Microsoft Excel and other business systems.
- SAP and financial management software.
- Customer service and stakeholder communication.
- Working in a professional business environment within a local authority.

You'll also gain experience of how commercial venue operations, events and finance functions work together to support some of Liverpool's most prestigious venues.

Is This Role Right for You?

We're looking for someone who:

- Has an interest in finance, business administration or commercial operations.
- Enjoys working with numbers and information.
- Is organised and able to manage multiple tasks effectively.
- Has good attention to detail and enjoys working accurately.
- Has strong IT skills and is comfortable using Microsoft Office applications.
- Has good written and verbal communication skills.
- Can handle confidential information appropriately.
- Is willing to learn new systems and processes.
- Can work effectively both independently and as part of a team.
- Has a positive attitude and a willingness to learn.
- Is motivated to develop new skills through an apprenticeship programme.