

Job Description

Primary Information

Job Title	HA – Assistant Accountant
Division	Tarmac Finance
CRH Leadership Level	Individual Contributor
Location(s)	United Kingdom
Function	Finance
Direct reports	NA

Position Overview

The Apprentice Assistant Accountant role is designed to provide a comprehensive introduction to finance within a large, dynamic business. This apprenticeship offers hands-on experience across multiple transactional finance teams, enabling the apprentice to develop a broad understanding of financial operations and how they support the wider business.

The role supports the development of core accounting skills and knowledge while working towards the AAT Level 4 qualification, laying the foundation for a successful career in finance.

Key Tasks and Responsibilities

- As an Apprentice Assistant Accountant, you will rotate through key finance teams and gain exposure to a wide range of responsibilities, including:
- Supporting core finance activities and day-to-day processes
- Recording, analysing, and reporting financial data
- Using financial systems and tools to process transactions and perform reconciliations
- Collaborating with cross-functional teams across the business
- Preparing financial information for internal stakeholders
- Applying accounting principles to support financial and management reporting
- Contributing to continuous improvement initiatives

Key Characteristics

We're looking for someone who is:

- Numerically strong with excellent analytical skills.
- A confident communicator with strong interpersonal abilities.
- Organised, with the ability to prioritise and manage multiple tasks.
- Passionate about building a career in finance and committed to professional development.

Key Functional Competencies

We want our early careers programme joiners to be individuals who'll demonstrate -

- A drive to succeed - We **empower** our early careers joiners to bring the real 'you' to the workplace.
- Willingness to learn - We want you to **grow your own way**, within your day-to-day role, learning about the wider business and our industry.
- The ability to be agile - Demonstrating adaptability and having a **positive impact** within your teams.
- Excellent relationship building skills - **Better together!** You'll be someone who values the benefits of working within a team environment, and being part of a culture where you'll be encouraged to contribute

Tarmac / CRH Behaviours

Behaviours

Shape our future	<p>Customer Focus - Building strong customer relationships and delivering customer-centric solutions.</p> <p>Self-development - Actively seeking new ways to grow and challenge using both formal and informal development channels.</p>
Drive our impact	<p>Action Oriented - Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.</p> <p>Drives Value - Consistently achieving results, even under tough circumstances.</p> <p>Situational Adaptability - Adapting approach and demeanour in real time to match the shifting demands of different situations.</p>
Inspire our people	<p>Collaborates - Building partnerships and working collaboratively with others to meet shared objectives.</p> <p>Communicates Effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.</p> <p>Fosters Inclusivity - Recognises the value that different perspectives bring to an organisation.</p> <p>Instils Trust - Gaining the confidence and trust of others through honesty, integrity, and authenticity.</p>

Education

- You will need to have a GCSE in English Language AND in Math's (including Level 2 functional skills) at Grade 4 or above (or equivalent)
- Minimum 2 A levels / A2: Grades A* - C or equivalent in any subject (predicted or obtained)

Other

As a Higher Apprentice, you will also complete our Core Skills Development Programme. This two-year programme includes 8 modules designed to:

- Broaden your business knowledge.
- Strengthen your soft skills.
- Provide networking opportunities.
- Support your transition into a permanent role.