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Apprentice Business Support Assistant (Payments)

Location: **Halifax**

Posted: **27th August 2026**

Employer: **Calderdale Council**

Role type: **Apprenticeship**

Entry Requirements:

This role is within Business Support which provides specialist administration support to services across Calderdale Council.

Business

Local authority

Training provided

Level 3 Business Administration

Pay details

National Minimum Wage

Hours

37 hours per week, 21-month fixed term contract

Requirements

- GCSE maths and English is desirable
- Good communication skills
- IT skills including use of Microsoft Office software
- Good organisational skills and able to follow instructions
- Ablility to work under pressure and to deadlines
- Standard DBS check is required

Minimum age

16

Description

Day-to-day tasks include:

- Maintaining up-to-date information on manual and computerised files, lists and records
- Producing emails, letters and reports
- Planning meetings and events, diary management, booking venues, circulating agenda papers and minute taking of meetings
- Inputting, updating and maintaining manual and computerised records/systems
- Learning all tasks associated with purchasing of goods and services across the directorate including tasks linked to petty cash
- Preparing and digitising the relevant documents into computer systems and co-ordinating the archiving of documents and information
- Operating a range of Business Support equipment, including scanners, franking machines and printers

- Investigating and responding effectively to queries received face to face, by telephone and email

How to apply

Please apply on the council's **website**.

To enquire about this role: