

Business Administration Apprenticeship (September 2027 start)

Location: **Manchester**

Posted: **21st September 2026**

Employer: **KPMG**

Role type: **Apprenticeship**

Entry Requirements:



KPMG in the UK is part of a global network of member firms. Through the talent of our c.16,000 people in the UK we make a meaningful and positive difference for clients, people and the communities we serve. We've been doing this for more than 150 years. Our work spans five areas: we Audit many of the UK's largest companies. And our people in Consulting, Deal Advisory, Tax & Law and Technology & Engineering work shoulder-to-shoulder with clients, ranging from small start-ups and individuals to major multinationals, in virtually every industry imaginable.

Business

Professional services

Training provided

Level 3 Business Administration Apprenticeship

Pay details

£25,500 – £28,000 pa

Requirements

- 5 GCSEs at grades 9-4 including maths and English
- Effective written and verbal communication skills
- Initiative
- Time management and organisation skills
- Team working

Minimum age

16

Description

As an apprentice, you will undertake a variety of administrative tasks to support KPMG colleagues. You'll also learn how we use data and reporting that are essential to optimising performance.

Throughout your apprenticeship you'll be part of Administration Services KPMG (ASK), where specific tasks might include anything from producing documents to organising travel or supporting recruitment initiatives. In the second year, you may join one of the other operational teams, where there will be opportunities to develop specialist skills and knowledge.

How to apply

Please apply through the [website](#).

To enquire about this role:

