



## **KIRKLEES COLLEGE APPRENTICESHIPS**

**From Friday 24 February 2017**

Apply directly to apprenticeship vacancies at Kirklees College.

Each vacancy listed below includes the following summary details.

To apply for

- Vacancy Title
- Employer Name
- Employer's Address (Where apprentice will be working/based)
- Course and level of apprenticeship
- Job Description
- Entry requirements
- Training provided
- How to apply

You can also search **Kirklees College's Apprenticeship** programmes [here](#)

**Current vacancies (24/2/2017):**

**Business Administration Vacancies – p2**

## **BUSINESS ADMINISTRATION VACANCIES**

### **Event and Finance Assistant**

Classic Shows/Ferndale Advisory

26 Westgate  
Honley  
Holmfirth  
West Yorkshire  
HD9 6AA

#### **Course title and level:**

NVQ Diploma Business Administration Level 2

#### **Job description:**

Classic Shows is a longstanding organiser of classic car and motorbike events and is scheduled to operate 18 events in 2017. The events are typically located at prestigious country homes and attract between 300 to 1,000+ vehicles on display. The business has recently agreed to run new events at Clumber Park, near Worksop and Harewood House, near Leeds.

Ferndale Advisory is a specialist financial advisory business assisting clients with raising commercial and property related finance and assisting borrowers with loan facilities and borrowings which are in arrears/default.

This role will involve providing support in all aspects of each of the businesses - mainly administrative support but will also include project work, research, work on site during event weekends and interaction with customers/clients/tenants.

#### **Entry requirements:**

GCSE English - C or above.  
GCSE maths - C or above.

#### **Training provided:**

The NVQ qualification starts on date of employment. Evidence is gathered and assessed in the workplace. Delivered in college starting in April or September, on a Wednesday.

#### **How to apply:**

To apply please complete the online application form and follow the instructions on the bottom of the form explaining how to return it. Please also write the job vacancy that you are submitting your application for on top of the form.

[Download and print out our application form here](#)