

Role title: Client Accounts Apprentice

Location: Leeds

About the team:

The team consists of six members: one Associate Director, four Client Accountants, and one Apprentice. We are a close-knit team; working collaboratively to support each other and ensure we meet our clients' expectations.

Day to day duties:

The purpose of this role is to support the management of property data and the control of client funds held on behalf of investors, ensuring the effective administration of property portfolios. As an Apprentice Accounts Assistant, you will work as part of a team of Client Accountants, providing administrative and financial support across a range of tasks and responsibilities. The client portfolio includes national contracts managed from local offices. While Savills primarily uses MRI for client information and property management activities, the role may also require working with one or more client-specific property management systems.

Key tasks and responsibilities include the following:

- Maintain housekeeping of Property & Lease data and financial data on databases.
- Assist the Client Accountants in reporting to clients (standard reports plus additional as required)
- Ensure accurate reconciliation of client reports (i.e. VAT, client statement etc)
- Site Income Reconciliations
- Maintain professional working relationships with internal and external clients and ensure that good client service is delivered
- Other miscellaneous administration tasks as required
- Ad-hoc tasks instructed by Client Accounts Team Leader and Head of Property Finance UK.
- Prepare Instructions for Treasury department (following the relevant approvals) of the following:
 - a. Demand recharges of costs incurred from Tenants
 - b. Transfer of Rent monies to client
 - c. Amendments to Client Accounts
 - d. Payment of client property related transactions working with team property administrator on quarterly budget reports and forecasts
 - e. General maintenance of client funds i.e. tenant refunds etc
 - f. Processing of purchase invoices

In addition to the tasks described above, the job holder may be required to carry out other duties as may reasonably be required from time to time.

How you'll make an impact:

- Good organisational skills
- Word and Excel capabilities
- Good written, presentation and numerical skills are essential
- Excellent communication skills
- Diligent and detail driven
- Able to work individually and as part of a team
- Punctual, reliable, keen and enthusiastic
- Thirst for knowledge and self-motivated

Salary: £22,500 - £24,000 DOE + £1,000 Sign on Bonus

Start Date: To be agreed with the successful candidate

Ahead of anything else, we look for individualism and diversity in our graduate intake - so it's very important at every stage of the selection process that you take the opportunity to show us what you're really like. Be honest and above all, be yourself.

Objectives

As part of your probation, you will be measured against the following objectives:

Technical & Professional Knowledge - Demonstrate a strong foundational knowledge and understanding of the profession you are training within, the qualification you are completing, and the role you are undertaking.

- Enrol and begin active progress towards your qualification, understanding the competencies/KSBs required and maintain an up-to-date record of experience
- Complete all required induction training (including mandatory training on MyLearning)

Business Awareness – Asks good relevant questions, demonstrating curiosity and enthusiasm to know about the business.

- Has a foundational understanding of the UK business strategy, the team strategy and your contribution towards both.
- Adhere to additional requirements in place, set by your division. Has a clear understanding of their personal brand – office attire, etiquette and team expectations

Work Quality – Accurately completes tasks on time, with guidance from team members where required.

- Approach tasks with team and client expectations in mind
- Show attention to detail in all outputs, including data accuracy, formatting, and compliance with Savills' brand and policies

Time Management – Maintain good time keeping, both personally and professionally.

- Arrive at work in good time, make every effort to be a reliable team member, emulating the working culture of your team
- Meet agreed deadlines consistently, prioritising tasks effectively - communicating any capacity issues or questions early and proactively to your team

Effective Communication – Begin building effective working relationships with colleagues across the team and wider business.

- Have regular 1:1s with your line manager and encourage team members to provide feedback on your work

Our Purpose

Helping people thrive through places and spaces

Our Values

We Listen

We Empower

We challenge

We collaborate

Key skills:

- Decision Making
- Collaboration
- Building Relationships
- Planning and Organising
- Adaptability
- Resilience

Training:

Level 2 AAT or Level 3 AAT Apprenticeship depending on previous experience.

On the job training is provided to ensure all the required knowledge and experience is obtained throughout the apprenticeship to qualify successfully.

We will provide the full suite of Savills training programme including mandatory health and safety and office training, as well as specific training relevant to your role.

We ensure that your Continuing Professional Development (CPD) is current and that all staff are fully up to date with changes to legislation and business needs.

Benefits:

- Permanent Contract for all apprentices, as opposed to a training contract
- Interest free season ticket loan
- Pension Scheme – Royal London
- Training and APC costs covered
- 25 days annual leave
- Employee discounts - save money using our MyRewards on thousands of discounts and offers
- Sports activities (Hockey, Netball, Skiing, Rugby, Football, Cricket, Badminton & Squash)
- Employee Assistance Programme – A 24 hour service available to all staff and completely confidential
- Discretionary bonus scheme
- Cycle to Work Scheme
- ShareSave - Save As You Earn share option scheme

Find your place to thrive:

Savills is an organisation full of extraordinary individuals. Brilliant people at the forefront of their specialisms, eager to drive progress for themselves, their colleagues and our business as part of a truly inclusive culture.

No matter the role you're in, we all share one purpose: to help people thrive through places and spaces. This is built into our DNA, shaping the way we behave to deliver the best results. We define it by four key values. We listen, We empower, We challenge, We collaborate.

Working Week:

Five full days in the office, working hours 9:00am to 5:30pm. One of these days each week will be dedicated to apprenticeship studies whilst in the office.

Assessment for this role:

- Application Form - CV and question (applications close at 9am on Monday 9th November 2026)
- Online Assessment – SHL (will be sent on application completion and will need to be completed by 12pm on Monday 9th November 2026)
- Excel Online Assessment
- Screening call & Presentation
- Interview

Click [here](#) to apply!

We reserve the right to close applications at our discretion prior to the stated deadline. We recommend submitting your application as soon as possible to ensure consideration.

Applicants are permitted to utilise AI tools to assist in the preparation of their application materials. However, all information submitted must be factually accurate and originate from the applicant's own experiences. Content generated by AI should be used solely as a supportive tool and must be thoroughly reviewed and edited to ensure authenticity. All information provided will be evaluated during the interview process. Applications containing inaccuracies, plagiarised material, or content copied from internet sources will be withdrawn from consideration. For internal candidates, such instances may also lead to disciplinary action.

Entry requirements:

GCSE English and Maths at Level 4 (Grade C) or above is a mandatory requirement and you may not apply if you are currently studying for or already have a degree.

You must be eligible to live, work and remain in the UK, within 1 hour's commute of the office you are applying to.

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