



Apprenticeship – Shelbourne Motors

About Shelbourne Motors

Shelbourne Motors is one of Northern Ireland's most progressive and award-winning automotive groups. Operating across two state-of-the-art locations, we proudly represent Toyota, Nissan, Kia, Renault, Dacia and Maxus, alongside our AutoSelect used car supermarkets and our expanding Fleet (fleet4u) and Rental (SVRgo) divisions.

In recent years, Shelbourne Motors has experienced significant growth, transformation and recognition, including:

- Dealer Group of the Year 2024 & 2025
- EV Dealer of the Year 2025
- Best Marketing Campaign 2025
- Business Eye – Northern Ireland's Fastest Growing Family Business
- AM Awards – Highly Commended: Best Marketing Strategy

Our success is driven by our people, our ambition, and our long-term vision:

To be the most trusted, customer-centred and sustainable automotive group.

The Role

1. **ACCOUNTING TECHNOLOGY Level 6 BSc (Hons) Degree Higher Level Apprenticeship**
2. **ACCOUNTING TECHNICIANS Level 5 Diploma Higher Level Apprenticeship**

Location: 334 Tandragee Road, Craigavon BT62 3RB

Hours: 40 hours per week

- Monday – Thursday: 8:30am – 5:30pm (college one day)
- Friday: 8:30am – 3:00pm

We are now seeking a motivated and detail-oriented **Apprentice** to join our Finance team at our Portadown location. This is an excellent opportunity for someone at the early stages of their accounting career to gain hands-on experience while working towards a recognised accounting qualification.

You will be supported by an experienced accounts team and given exposure to a wide range of financial processes within a fast-paced, multi-franchise business.

Key Responsibilities

- Assisting with day-to-day accounting and administrative duties
- Processing purchase and sales invoices accurately and efficiently
- Supporting month-end and year-end procedures
- Assisting with bank reconciliations and ledger maintenance
- Handling accounts queries and supporting internal departments
- Maintaining accurate financial records and documentation
- Learning and developing accounting skills in line with apprenticeship requirements

About You

- A Level Accountancy
- A strong interest in accounting and finance
- Working towards (or keen to begin) an accounting qualification



- Good attention to detail and numerical accuracy
- Well organised with the ability to manage time effectively
- Confident using Microsoft Excel and other IT systems
- A positive attitude, willingness to learn and strong team ethic

Why Join Shelbourne Motors?

- Structured apprenticeship with on-the-job training
- Support towards professional qualifications
- A stable career path within a growing, award-winning group
- Friendly, supportive and ambitious team culture
- Opportunity to develop within one of NI's leading automotive businesses

Apply via CV to careers@shelbournemotors.com by close of business 5th May 2026.