

# A Day in the life of an Apprentice:

Meet one of Microsoft's Financial Analysts





One of Microsoft's finance apprentices, Brad Mitchell, discusses how becoming an apprentice has jump-started his career and helped him save for a brand new car...

What is your role, and how long have you been an apprentice?

I am a Financial Analyst for the consumer department, which is responsible for \$90 million. I am on the Business and Management apprenticeship programme and have been an apprentice now for one year.

What are your day-to-day duties?

Every year, Microsoft UK is given a certain amount of money to be used for marketing. My main role is looking after the marketing spend – the amount of money we spend on marketing activities – and to make sure that we don't go over budget.

To ensure we don't go over budget, I spend a lot of time looking at spreadsheets to monitor how much has been spent on a month by month basis. Based on this information, I then create spending reports to analyse what the marketing team has spent the most money on whether that be events, advertising or social media campaigns.

I also look after the travel and entertainment budget for our department. This means I am responsible for tracking how much money is spent on employee travel and employee expenses.

What does a normal day look like from getting out of bed to going to bed?

I get out of bed around 8:10am and have a shower. It only takes me 10 minutes to get into work so I am usually in the office by 9:00am. Normally, I grab a coffee and spend the first hour of my day checking emails and catching up with any admin. Then if there are meetings scheduled, I will attend those, breaking for lunch around 1:00pm. I usually finish work at 5:30pm and head straight to football training for Microsoft's football team. After training, I eat my dinner and head to the gym for a couple of hours. I usually finish around 11:00pm so after that I have a shower and get into bed around 11:30pm.

What made you decide to become an apprentice?

The main reason I wanted to become an apprentice was the chance to experience working in a fast-paced office environment to see what the working life was like.

Once I found out about the degree apprenticeship – which combines full-time paid work with free part-time university study – I thought it was a no brainer as it really is the best of both worlds.

## What are the perks of being an apprentice?

Although I've only been an apprentice for a year, I have found there are lots of perks to being an apprentice. Firstly, because you get the chance to shadow lots of people from around the company. This is great as you get to see how the business works and it helps you decide in which area you would like to work once your apprenticeship finishes. You also get a lot of exposure which means that senior people in the business know who you are which helps to secure a job after your apprentice contract ends.

Another main perk for me is that Microsoft really does care about your progress in your career. They always look after you and make sure you are enjoying your time whilst getting the work done.

## What was your first treat to yourself with your apprenticeship salary?

With my first pay packet, I decided to treat myself and buy a new phone.

## Are you saving up for anything?

At the moment, I am using part of my salary each month to save up for a brand new car. I currently have my eye on a Ford Focus RS.

## What are your plans after your apprenticeship?

After my apprenticeship I hope to secure a full time job at Microsoft – whether that would be in the same team or in a different team.

I also really want to build on the skills I am developing as part of my apprenticeship now so am looking at options to do a part time accountancy course whilst working.

