

GRADUATE TRAINEE ACCOUNTANT

Based in our offices on the South Coast, this is an exciting position where you will work in a general practice capacity across accounts, audit, tax, VAT, and bookkeeping. You will be offered full ACA study support after a successful probationary period and you will benefit from on-the-job training. This is a fantastic opportunity to join a well-established, successful firm of accountants and begin a stimulating career to become a chartered accountant.

Job title:

Graduate Trainee Accountant

Overall Job Purpose:

To provide accountancy support to the team, assisting more senior staff and Directors, whilst gaining a professional qualification.

Salary (range):

£20,000 to £21,000 - FTE dependent on experience and background.

Duties:

- Preparing financial accounts for Sole Traders, Partnerships and Limited Companies
- Assisting more senior staff on audit assignments
- Managing client expectations and deadlines
- Assisting with the preparation of client's personal, business and income tax computations
- Processing client records accurately using Sage, Xero, QuickBooks and other accountancy software.
- Carrying out bookkeeping activities including journal postings and ledger reconciliations
- Preparation of VAT returns and management accounts
- Client facing – dealing with clients' day to day enquiries, assisting more senior staff

- Assisting with general administrative duties including meeting and greeting clients, filing, answering the telephone and supporting the team to meet deadlines as required.
- Any other duties deemed necessary and reasonable within the scope of the role

Personal Specification:

Essential:

- Degree 2:2 or above, preferable in a finance related degree - economics, mathematics, accounting, finance etc (or equivalent).
- A minimum of 3 A Levels or equivalent (grade A* to C)
- 5 GCSEs (grade 9 to 4 / A* to C or equivalent), including Maths and English

Skills / Knowledge

- Intermediate IT skills in Microsoft Office, Excel and Word
- Ability to communicate clearly and concisely, verbally and in writing, in English
- Mentoring skills
- Ability to apply technical knowledge to client situations
- Strong attention to detail and good analytical skills
- Excellent planning and organisational skills

Personal Competencies

- Self-motivated
- Self-confident
- Flexible
- Good team player
- Ability to take initiative
- Ability to work well under pressure
- Self-accountability

Benefits

- Full ACA study support.
- 20 days holiday + Bank holidays

- Auto-enrolment pension scheme
- Relaxed culture and lots of support towards your studies
- Benenden Business Healthcare – Employee Assistance Programme (T's & C's apply)
- Quarterly staff social events and monthly employee appreciation treats

Applications

Applications are invited from those who have already achieved the essential qualifications or those awaiting results in the Summer of 2024.