

Job Description

Job Title: Trainee/Experienced Accountant

Overall Job Purpose: To provide accountancy support to the team whilst gaining/continuing a professional qualification.

Training:

Training will be given by professional providers on a block release basis. The qualifications will be ACCA/ACA/AAT, depending on circumstances, with all costs met by the practice.

Duties while training will include:

- Accountancy: Preparing accounts for clients from sole trades to Limited companies.
- Taxation: Dealing with clients' business and income tax computations.
- Bookkeeping and PAYE.
- General administration.

Personal Specification:

Qualifications/Training: Minimum 5 GCSEs grades 9 to 6 (A* to C), to include English & Maths
Essential: 3 A levels grades A* to C
Desirable: Educated to degree level, experience in practice

Skills/Knowledge/Ability: Proficient IT skills in Microsoft Outlook, Excel and Word
Experience of working with bookkeeping packages
Experience of using IRIS (desirable but not essential)
Attention to detail
Good communication skills – written and verbal
Ability to apply technical knowledge to client situations
Driving licence (desirable but not essential)

Personal Competencies: Self-motivated
Flexible
Excellent planning and organisational skills
Strong communication skills
Self-confident
Ability to take initiative
Good team player
Ability to work under pressure

Applications: Applications are invited from those seeking to begin their accountancy career, as well as those currently studying towards AAT, ACA or ACCA who have worked in Practice.