

Accountancy Apprenticeship

We have experience of employing apprentices and have a proven training approach that compliments the apprenticeship standard and fully support off the job training including college days studying for the AAT qualification and we ensure we give all the necessary experience to enable the recognised Accountancy qualification and the Apprenticeship End Point Assessment are successfully attained.

This role is working in a professional office.

The work involves the preparation of year-end financial accounts and HM Revenue and Customs tax returns for sole traders, partnerships, Limited Companies and Landlords using records provided by clients. These records might be a carrier bag full of paper invoices or information might be electronically received.

The type of tasks undertaken will include:

- Using book keeping software packages both data entry and interpreting results
- Using spreadsheets
- Sorting through client's paperwork to obtain information required
- Writing reports/notes for the manager to advise them about the figures and anomalies or queries you have identified.
- Emailing clients where appropriate
- Answering the telephone to clients when appropriate
- Assisting in reception/answering the door to visitors
- Assisting other members of the team and as when required.

This position gives variety because every task is different because every client is different.

Full training will be given and tasks undertaken will progress in complexity as experience develops.

Desired skills:

Excellent Communication skills are essential. Required to be able to work independently (with supervision) but also must be a team player.

Attention to detail is important.

Must be flexible in approach and have a "can do" approach as no new task is ever exactly the same as the one completed before.

Basic knowledge in use of Microsoft Office programmes particularly Excel and generally confident with using IT is desirable.

Desired Personal qualities:

Must be organised and methodical in approach to problem solving.

Must be friendly and approachable.

Must be professional in appearance and manner.

Confidentiality and integrity will be critical qualities

The position to be filled is a permanent role for the right applicant. Our aim is for Level 2 apprentices to remain in our employment and progress to complete Level 3 and Level 4 apprenticeships (and therefore achieve full AAT qualification).

Hours 35 hours per week Monday to Friday 9am to 5pm. (1 hour for Lunch)

Payrate – will significantly exceed Apprenticeship minimum wage rate