

## Trainee - Job Description

<b>Reports to</b>	Trainee	<b>Department</b>	Accounts/Tax/Audit (delete as applicable)
<b>Direct reports</b>		<b>Grade</b>	
<b>Last Updated</b>	April 2023	<b>Updated by:</b>	Practice Manager

### Overview of the Role

We are looking for a bright, motivated individual who is looking for a challenge, to develop and work in a team based environment, in the role of Trainee. The role may be Accounts, Tax and/or Audit work to be discussed during the interview process. The successful candidate will be looking to pursue AAT/ACCA (study support provided) and will be spending their time (some of these are work type specific and may not all apply):

- Supporting the semi-senior and senior
- Participating in audit fieldwork (including planning, execution and reporting) whilst keeping engagement leaders updated on their progress
- Completing audit processes and programmes
- Analysing, summarising and reconciling client accounting records
- Coding up summaries and posting the same on to accounts production software
- Preparing basic sets of accounts, corporation tax returns and VAT returns including preparation of a complete file
- Assisting with the preparation and submission of more substantial and/or complex accounts, VAT returns, company accounts and corporation tax returns
- Associated administrative work
- Understanding and adhering to the firm's internal procedures and external compliance requirements
- Engaging clients in a professional manner
- Constantly developing their understanding of audit and financial reporting standards

The role will offer exposure to a wide range of clients, including trading, property and other businesses / organisations.

A fantastic opportunity for an individual looking to further their career with a highly thought of, well established and progressive firm of Chartered Accountants that prides itself on excellent client relationships.

### Responsibilities

- Planning and carrying out different aspects of audits, accounts and or corporation tax as directed
- Supporting the semi- senior and senior
- Working as part of a team, reporting directly to the senior on a regular basis.

**All employees are responsible for:**

- Adherence to the company's policies and procedures, including those relating to equality of opportunity, anti-discriminatory practice, confidentiality and health and safety.
- Reporting all incidents and concerns, no matter how small.

## Trainee - Person Specification

This is a team role, and the individual performing it must demonstrate they have/can:

Essential – (E)      Desirable – (D)

### Knowledge

- Knowledge of Microsoft Office systems, including email and calendars, Word, Excel and PowerPoint (E)
- Understanding of the value of customer service in developing and retaining business (E)
- Understanding of the firm's customers/sector makeup (D)
- Knowledge of the firm's service and solution offerings (D)
- A broad understanding of the company's goals (D)

### Skills

- Ability to maintain professional relationships (E)
- Communicate clearly, openly and effectively, with authority to both customers and colleagues (E)
- Written communication to be clear, accurate and appropriate using concise business English (E)
- Demonstrate high attention to detail and a high degree of accuracy (E)
- See tasks through to completion and within agreed timescales (E)
- Ability to prioritise workloads effectively, maintaining high work rate with high quality (E)
- Monitor own workload to ensure issues are resolved, and appropriate communication levels are maintained (E)
- Manage multiple tasks and conflicting priorities effectively to deliver on time, including managing time and utilising resources efficiently (E)
- Manage both your emotions, and the emotions of others (E)
- Proficient in the use of Microsoft Office. (E)
- Be a role model for team behaviour (D)

### Personal Attributes

- Able to learn new skills, adapt to different situations and rapid change (E)
- Reliable, able to manage and motivate self in the absence of direct supervision (E)
- Positive outlook, being both energetic and approachable (E)
- Having integrity, honesty and trustworthiness (E)
- Having self-motivation, initiative, flexibility and resilience (E)
- Being process-minded and deadline driven (E)

### Expected Qualifications/Experience

- Willingness to study for AAT/ACCA (E)
- GCSE Maths and English at a level 6 or above (D)
- 3 A Levels (D)
- Competent using Excel spreadsheets (E)