

## Trainee - Job Description

<b>Title</b>	Trainee	<b>Department</b>	Accounts/Tax/Audit (delete as applicable)
<b>Direct reports</b>	Team Senior	<b>Grade</b>	
<b>Last Updated</b>	August 2024	<b>Updated by:</b>	Practice Manager

### Overview of the Role

We are looking for a bright, motivated individual who is looking to develop and work in a team-based environment in the role of Trainee. The role may involve Accounts, Tax and/or Audit work to be discussed during the interview process. The successful candidate will be looking to pursue an AAT/ACCA qualification with comprehensive support from the company and can expect to spend their time on the following tasks, dependent on their chosen department:

- 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 clients in a wide range of industries, including trading, property, and other businesses / organisations.

A fantastic opportunity for an individual looking to further their career with a well-established, widely respected, and ambitious 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 Word, Excel, Outlook, 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 services and solution offerings (D)
- A broad understanding of the company's goals (D)

### Skills

- Ability to maintain professional relationships (E)
- Ability to prioritise workloads effectively, maintaining high work rate with high quality (E)
- Fluent written communication using concise business terminology (E)
- Fluent oral communication that conveys authority to both clients and colleagues (E)
- See tasks through to completion and within agreed timescales (E)
- Demonstrate keen attention to detail with a high degree of accuracy (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)
- Model team behaviour and encourage the same in others (D)

### Personal Attributes

- Adaptability in the face of challenges with the ability to adopt new skills and adjust to rapid change (E)
- Reliability and the ability to work independently in the absence of direct supervision (E)
- A positive outlook that balances being energetic with approachable (E)
- Integrity, honesty, and trustworthiness (E)
- Self-motivating, initiative, flexibility, and resilience (E)
- An understanding of how deliver work on time and according to an established process (E)

### Expected Qualifications/Experience

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