

Role Purpose:

The Trainee Accountant role equips you to provide a range of assurance and business services to a diverse client base ranging from small businesses and start-ups to statutory audit clients.

This means that you will quickly gain broad experience through technical on-the-job training and studying towards your professional qualifications (AAT, ACA and ACCA) which will enable you to gain a full understanding of the technical aspects of accountancy, tax and business advisory services.

Role Activities:

Relevant duties/accountabilities will be undertaken by you in the period required to achieve AAT, ACA and ACCA qualifications. It is expected that the level of responsibility and degree of difficulty/complexity of work required from you will increase over time and with experience. However, you may be required to carry out complex work under supervision early in your employment in response to business need and may later be expected to supervise more junior staff. You will need to be flexible in duties and responsibilities.

Role Skills and Qualifications:

Client liaison – you will be expected to engage with our clients and:

- Discuss queries with clients and staff, obtaining relevant information and explanations, as well as
- Resolving queries, whether of an accountancy, tax or audit nature

Develop an understanding of our clients and their businesses:

Preparing accounts – you will be expected to

- Assist with preparation of accounts from client records, including input of data into the firm's accountancy software
- Assist with client audits
- Be able to present your work to your supervising Manager or Partner and discuss with them any relevant issues or concerns
- As your experience increases, be able to make informed decisions and justify your work
- Prepare tax computations – you will be expected to prepare tax computations for companies, partnerships and sole traders after relevant training and with the support of your supervising Manager
- Prepare tax returns – you may be required to help prepare personal, partnership and corporate tax returns with the support of your supervising Manager.

Bookkeeping:

You may occasionally be required to help with the bookkeeping for clients including

- Preparation and submission of VAT returns

Professional qualifications and internal training:

- Study and achieve the AAT qualification followed by the ACA or ACCA qualification or study and achieve the ACA or ACCA qualification if already a degree holder.
- Attend a range of internal and external training sessions

Team working and relationships:

- Professional communication and self-management – your ability to work as part of a team is essential to your role at every level
- Work as part of a team to undertake a variety of accountancy, tax and audit tasks for our diverse client base
- Understand from your manager the scope of tasks allocated and objectives to be achieved
- Keep Seniors and Managers fully informed of any issues and problems, ensuring work is completed to a level agreed with your Manager, and record clearly and concisely work achieved
- Prioritise tasks whilst monitoring time against budget
- Support department events and procedures and build relationships within Moore Green

This job description is not intended to be exhaustive and you should be prepared to undertake any duties/responsibilities considered to be commensurate with this role.

Person Specification:

- Have gained at least 5 GCSE's at grade 5 or above including maths and english.
- Be committed and motivated to studying towards ACA or ACCA qualification
- Be able to work effectively as part of a team
- Have excellent customer focus, being quick to respond to issues and to ensure that there is follow up and resolution
- Be able to organise your own time effectively to meet deadlines, prioritising, preparing and setting realistic timescales to achieve agreed results without close supervision, flexible to meet competing demands
- Be able to communicate confidently and effectively without the use of unnecessary jargon, at an appropriate level for the situation you are working in.
- Be able to identify, analyse and interpret information from a variety of sources and develop appropriate solutions
- Have strong organisational skills and attention to detail
- Have excellent IT skills – able to use multiple applications, systems and associated software packages.