

Trainee accountant – Job Description January 2016

We are a specialist three partner firm of accountants, based in Manchester, working throughout the North of England, providing audit, accountancy and other services to charities, co-operatives and social enterprises. You would be joining a team where the partners and most of the staff have some experience in the third sector and who are committed to working in the sector. We pride ourselves in our working environment which enables us to provide a quality service while recognising the need for partners and staff to maintain a healthy work/life balance.

Applications

Please complete the application and return to

Jennifer Daniel
Slade & Cooper Limited
Greenfish Resource Centre
46-50 Oldham Street
Manchester M4 1LE
Or by email to sue@sladecooper.co.uk

Return completed form by 12 February 2016. Application forms will be reviewed by the partners and managers involved in short listing, interviewing and recruiting candidates.

Due to the volume of applications we may be unable to contact each applicant personally. If you have not heard from us by Monday 22nd February 2016 then please assume that you have not been selected for interview.

Selection interviews will be held in our offices in the week beginning 29th February 2016, dates and times to be confirmed.

Things to consider before applying for this post.

- If successful you must be available to take up a post at Slade & Cooper in April 2016.
- A substantial proportion of our work takes place at our client's offices, rather than our own, so you will need to be prepared to commute to various locations while working with our clients.
- We have a very busy audit season between May and September each year so there is often additional pressure during these months.
- Occasionally you may be required to stay overnight as a small number of our clients are based around the country. We would provide hotel accommodation.
- This post includes ACCA training, so you should be prepared for this and be aware that this is a demanding commitment.
- Slade & Cooper's client base is the third sector, you will share an interest and passion for working in this sector and have had some experience with it.

Slade & Cooper Ltd,
Green Fish Resource Centre,
46-50 Oldham Street,
Manchester M4 1LE

t: 0161 234 2990
e: office@sladecooper.co.uk
www.sladecooper.co.uk

Terms and Conditions – Trainee accountant

Contract	The employment contract is initially for one year.
Starting date	April 2016
Salary rates	Salary from £16 -18,000 according to experience
Holiday	25 days per year plus statutory holidays.
Notice of holiday	We need plenty of advance notice of holidays, especially if they will be longer than one week.
Hours of Work	Office hours are 9.00am to 5.00pm, but client commitments permitting, you may be able to work flexibly around this. We work 35 hours per week. We all complete timesheets, so if you work overtime this will be recorded.
Overtime	We do not expect employees to work overtime, but you may find that you do extra hours. We have a busy time of year, from May to September, when there is a lot of work to be done. You may therefore do extra hours and then take time off later.
Training	We offer block release training for the ACCA qualification as part of the employment package.

To find out more information on our work and our people, please visit www.sladecooper.co.uk.

If you would like to discuss any of these aspects further on a confidential basis prior to making a decision, please contact Jennifer at jennifer@sladecooper.co.uk.