



## **Job description**

### **Accounts and audit trainee**

#### **Accounts**

- Accounts preparation under supervision by manager
- Demonstrate and apply an enthusiasm to completing work to a high standard, in accordance with expectations set by senior staff.
- Prepare notes to assist those who review your work.
- Make full use of the resources and people available to find answers to queries before handing work on to the reviewer
- Keep more senior members of staff updated on the stage of completion of work.
- Discussing basic queries with the client and requesting records or missing information to reduce manager time.
- Competently dealing with HMRC, Companies House and other bodies over the phone on behalf of clients under supervision.
- Drafting correspondence ready to be sent out to clients
- Dealing with clients on the phone answering basic questions.

#### **Management accounts and bookkeeping**

- Bookkeeping for clients
- Completion of draft management accounts and identifying areas of concern for the client.
- Ability to interact with clients and obtain information necessary for the drafting of management accounts.
- Able to follow standard monthly process, working efficiently and in accordance with instructions from the manager.
- Take responsibility for regular jobs and for finishing work that may come back to you following review or client clarifications.

#### **Audits**

- Set up the audit file in the prescribed Slade and Cooper format
- Assistance with substantive audit testing and other audit work as instructed by more senior colleagues. Able to work independently after receiving instruction.
- Ensure work is completed to the fullest extent, seeking assistance from



senior staff as appropriate in order to address problem areas and subsequently draw and sign off on valid conclusions.

- Able to communicate the purpose of specific audit testing with clients.
- Timely completion of write-ups relating to tests carried out.
- Ability to interact with clients and client staff at their premises.
- Ability to work as part of the audit team and provide support to manager/supervisor leading the audit.

### **Taxation**

- Preparation of basic corporation tax returns and associated schedules
- Preparation of straightforward personal tax returns
- Ability to explain income tax liabilities
- Drafting correspondence to clients and showing an ability to explain annual income tax liabilities and due dates for payment.
- Dealing with HMRC on the telephone to discuss basic tax matters under supervision.

### **Other duties**

- Training and assisting clients with software and accounting systems.
- Study to complete ACCA professional examinations.
- Take responsibility for completing your ACCA Practical Experience Record.
- Complete any other duties as required.

### **Things to consider before applying for this post.**

- If successful you must be available to take up a post at Slade & Cooper in November 2017.
- 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.



## Terms and Conditions – Trainee accountant

Contract	The employment contract is initially for one year with possibility of extension.
Starting date	November 2017
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](http://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](mailto:jennifer@sladecooper.co.uk).