

# Apprentice Accountants



## The Role

Our accountancy apprenticeships will give you a real flavour of accountancy, you'll also gain practical, hands-on experience across different departments of the business. Just some of the areas you could be working in during your apprenticeship include Accounts, Personal Taxation, Payroll and Bookkeeping (as well as other, more specialised fields).

We fully fund all your training as you work towards becoming AAT or ATT qualified. After your apprenticeship we will continue to fund your training as you work towards becoming ACCA or CTA qualified, should you wish to.

## Key Responsibilities

- Preparation of bookkeeping & management accounts for small and medium entities for management accountants.
- Working with spreadsheets, cloud-based accounting software, client's manual records, bank account statements.
- Plan workload to ensure efficient use of time and resources
- Preparation of personal and corporation returns
- Filing and archiving of financial statements and accounting files
- Preparation of financial records for client billing
- Answering telephone calls in the office and telephoning clients for information

## Requirements

You will need to be well-organised, polite and be able to meet deadlines. No experience is required as on the job training will be given alongside the help and support of the other team members/apprentices'.



## Why Join Us?

We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

### Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Pension Scheme
- Childcare Vouchers
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- Dress Down Fridays
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

## Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to [careers@astonshaw.co.uk](mailto:careers@astonshaw.co.uk) or apply via the form on our careers page on our website: [www.astonshaw.co.uk/careers](http://www.astonshaw.co.uk/careers).