

# Trainee Accountants



## The Role

We are looking for trainee accountants to join our dynamic team. We are offering a fully supported training package towards professional accounting qualifications. This full-time role in a lively and fun office offers the successful candidates exposure to a wide range of companies across a varied client base. You will be trained in all aspects of Accounting including but not limited to Bookkeeping, Financial Accounts Preparation, Payroll, & Taxation.

## 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

- A winning mentality and eager to take on early responsibility
- Outgoing personality with great communication skills and ability to build strong relationships
- An inquisitive nature and an aptitude for problem-solving
- Interested in business, happy to learn and can demonstrate leadership qualities
- Reliable, organised and able to meet deadlines
- Competent numerical and IT skills



## 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).