



# Trainee Accountant (AAT Apprentice)

MJR

## Trainee Accountant (AAT Apprentice)

### Overall Purpose

Entry level role into accountancy, to provide support to senior accountants whilst developing your knowledge and experience, building effective working relationships, and assisting in the continued success of the Firm.

### Main Duties and Responsibilities

1. Coding trial balance and inserting into accounting software to generate lead schedules for file.
2. Review of client books to support the lead schedules.
3. Post journals, updating prepayments, accrual and depreciations.
4. Purchase / sales ledger and processing invoices / bookkeeping.
5. Binding file accounts and sorting client copies.
6. Collating tax self-assessment papers.
7. Processing expenses payments, sales invoices, credit control and month end duties.
8. Preparing account / audit files as part of audit process.
9. Engaging with clients to understand their systems and processes in order to address client queries.
10. Data entry and file management.
11. Office administration and other miscellaneous office and facilities tasks.

## Person Specification

### Education and Professional Qualifications

Essential - GCSE or equivalent qualification in Mathematics and English at Grade C / 4 or above

### Specific Aptitude and Abilities

Essential - Customer / client focused

Essential - Excellent attention to detail

Essential - Able to work to tight deadlines - well organised

Essential - Good communication skills including written communication

Essential - Proactive approach and initiative

### Interpersonal Skills

Essential - Good team experience

Essential - Able to earn respect from others

### Special Factors

Essential - Enthusiastic

Essential - Reliable

Essential - A flexible approach to work