



APPRENTICE ASSISTANT ACCOUNTANT

An exciting opportunity has arisen for an Apprentice Assistant Accountant within our firm. This role will support our professional staff and will therefore be essential to the timely and accurate running of our operations.

The role will allow the apprentice to learn all aspects of working in a busy firm of accountants. Exposure to different types of businesses and environments will also be obtained through working with our firm's varied client base.

The key responsibilities of the role are:

Book keeping and year end accounts
Audit
VAT returns
Client administration
Use of packages to monitor, plan and communicate

What we are looking for

The candidate will be determined and committed to completing their training contract whilst working in a stimulating and challenging environment. Experience of taking responsibility and working to deadlines will be essential.

We have high standards and are looking for candidates with sound impressive academic qualifications. The candidate will also be self-motivated, adaptable with a willingness to help others.

What we will offer

Excellent support and on the job training will be given to attain the AAT Level 3 qualification. Guidance will be offered throughout the contract to ensure that career development will be exciting and optimal. There will be considerable opportunities to learn and progress in technical and soft skills.

The initial salary will be competitive with increases based on exam and work performances.

In return for studying, working hard and passing exams, there will be great potential to progress within the firm.

Entry requirements

- Three A level grades at grade C or above;
- AS levels and General Studies will not be accepted as substitutes for A levels;
- GCSE Maths and English at grade 5/grade B or above.

How to apply

Please send a covering letter explaining why you feel you would be suitable for the role, with an up-to-date CV to the following email address: alison.smith@whittles.co.uk