

Job Title:

Trainee Accountant (ICAEW)

Location:

Rotherham / Doncaster / Potential secondment to London

Job Purpose:

To prepare accounts for corporate clients for all partners in order to provide the clients with efficient and cost effective accountancy, taxation and VAT services that meet their needs and those of the regulatory authorities.

Key responsibilities:

- Attending courses when required to develop accountancy skills
- Maintaining learning records and aiming to pass exams first time to enable progression to qualification within the period of the training contract;
- Maintaining a professional working relationship with clients and liaising with colleagues so that Allotts can comply with clients' reasonable requests for assistance;
- Conducting audit and accountancy assignments in the office or on clients' premises;
- Delivering assignments within budget and within agreed time scales.
- Providing taxation services;
- Performing accounts related administrative and secretarial duties;
- Representing and promoting the firm in formal and informal situations, attending seminars and networking events as a representative of the firm.

Knowledge, skill and experience requirements

	Essential	Desirable	Assessment Method*
Knowledge, Experience and Qualifications			
Minimum 2:2 Degree and minimum 2 A-Levels Grade A-C	Y		CVAF / QC
Degree in Accountancy related discipline, Mathematics or Science		Y	CVAF / QC
ICT – Proficient in all Microsoft Packages	Y		CVAF
Accountancy Software Packages i.e. SAGE, IRIS		Y	CVAF
<u>Business Awareness</u> Has an awareness of the business and regulatory environment in which Accountancy firms operate		Y	CVAF / I
<u>Professional Judgement and Ethics</u> Can demonstrate ability to focus and always exercises the highest standards of professional judgement based upon ethics		Y	CVAF / I
Attitudes/Competencies			
<u>Personal Effectiveness</u> Can demonstrate a methodical approach to work, including planning and organising oneself and others in order to deliver work and prevent future problems. This includes the ability to adapt and change plans as the requirements of the situation change	Y		CVAF / I / R
<u>Achieving and Delivery</u> We need employees who are committed to making Allotts a success. “Drive for results” is the enthusiasm and desire to meet and exceed individual and departmental objectives and strive to improve one’s own performance. This is also about the ability to identify and implement ways to improve our processes and the way we do things		Y	CVAF / I / R
<u>Working Together</u> This competency implies the intention of working co-operatively with others, to be part of a team, to work together as opposed to working separately or competitively. This is also about the ability to impart accurate information (both verbal and written) in a timely way and be receptive to other peoples’ opinions and communicate effectively	Y		CVAF / I / R

<u>Technical Knowledge and Application</u> You demonstrate up-to-date knowledge and skills in your specialist field that are appropriate to the level of your job and work to develop your knowledge and skills to enable you to progress and realise your full potential		Y	CVAF / I

*

CVAF CV / Application Form
 QC Qualification Certificate
 I Interview
 R References