

Overview of role – Accounts and Audit Trainee (AAT)

Location and hours

Your working time will be predominantly based in our Faygate (Horsham) office, but there may be occasions to work at our Southwick (Brighton) office and client premises. Your working hours are 9:15am to 5:30pm Monday to Friday, with a 1 hour lunch break from 1pm.

Duties

You will be assigned work by your Line Manager, who with other members of the team, will train and support you with the following duties:

- Preparation of Year-End Statutory Accounts for small and medium-sized businesses
- Preparation of Corporation Tax Computations and Returns for UK Limited Companies
- Bookkeeping and VAT return preparation in Xero
- Ad hoc duties as required

Study

We will fund your study towards the AAT Level 3 (and 4) qualification, and you will receive the necessary time off (Tuesdays) to study and attend tuition at our chosen training providers.

Person Specification

The ideal candidate will be:

- a strong academic
- proficient in the use of Excel
- excellent in communication skills and have an eagerness to develop relationships with staff and clients
- able to work to strict deadlines
- self motivated and able to work on own initiative

Benefits

- Competitive salary
- Pension
- 20 days holiday
- Good career and progression opportunities
- Rural location with ample free parking