

## JOB DESCRIPTION

<b>Job title</b>	Trainee Accountant
<b>Location</b>	Cambridge, Cambridgeshire
<b>Department</b>	Accounts (Audit and Accounts)
<b>Line manager job title</b>	Manager

### Overview

As a Trainee Accountant, you will assist with accounts preparation work and basic tax computations. Collaborate with senior staff to ensure accuracy and compliance. Additionally, you'll handle day-to-day queries and administrative tasks, contributing to the smooth operation of the group. Your commitment to maintaining service standards and meeting deadlines is crucial.

Alongside your work, you will receive first-class professional training as you study for the Association of Accounting Technicians (AAT) qualification, followed by the ACA (Associate Chartered Accountant) qualification.

### Key accountabilities

- Completion of financial statements and tax computation production for portfolio manager review.
- Liaising with clients, team and managers as appropriate.
- Keeping managers fully informed of any issues, ensuring the work is completed to the highest quality and recording any work carried out clearly and concisely.
- Dealing with day to day correspondence/queries from clients.
- Attend and contribute to team meetings.

### Person Specification

- Minimum of three A Levels, (A or B grade) ideally in relevant subjects including maths, business, economics) and GCSE (at least grades C / 4) level English and Maths
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation.
- Proficient attention to detail to ensure accuracy.
- Ability to balance multiple priorities and deliver to strict timelines.
- Quick to learn and adapt to new situations.
- Maintains and promotes high professional standards of conduct.