



## JOB DESCRIPTION

Role: Trainee Accountant  
Reporting To : Managers/Partners  
Team : Accounts (Audit & Accounts)

### Overview of role

Assisting with accounts preparation work and basic tax computations for review by senior staff. Dealing with day-to-day queries and administration to support the smooth running of the group and helping to ensure current service standards are maintained and timeframes adhered to.

### Nature of work

Preparation of end of year financial statements, including the accompanying tax computations for both incorporated entities (Companies, CICs and LLPs) and unincorporated entities (sole traders and partnerships). The role involves both office based projects and working on client site. PEM has an exciting and varied client base, ensuring an excellent exposure to a wide breadth of industry sectors.

### Main responsibilities and duties

1. Completion of financial statements and tax computation production for portfolio manager review.
2. Liaising with clients, team and managers as appropriate.
3. Apprising managers of progress/problems in any assignment.
4. Dealing with day to day correspondence/queries from clients.

### Managerial

1. Effective time management and prioritisation of work to meet client deadlines, whilst taking ownership and responsibility for allocated workload.
2. Attend and contribute to team meetings.
3. Support the training and progression of other trainees.
4. Providing feedback on team members.
5. Ensure that the job is completed in accordance with the plan and that completed files are presented with summary of outstanding issues for manager's attention.
6. Supports the firm's strategy and future direction.

### Commercial

1. Maintain a professional, competent image to internal/external clients, whether face to face or over the telephone.
2. Be aware of all services that PEM offers and look for opportunities to sell additional services to existing clients and for potential leads for new clients and highlight these to management.
3. Positively promote PEM and all its services at suitable opportunities and events.

### Team Work

1. Work in a flexible and supportive manner.
2. Work together with others to achieve team goals.
3. Identify problems and work to resolve them, involving senior staff as required.

Prepared by : JGR

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