

JOB DESCRIPTION

12 month Industrial Placement – Virtual Finance Office (VFO)

Are you a motivated university undergraduate looking for an industrial placement to gain valuable experience in the world of finance?

PEM, the largest independent accountancy firm in Cambridge, is offering an industrial placement opportunity for an ambitious individual eager to kickstart their career in accountancy.

What will you be doing day to day?

You will be working in our virtual finance office, where you will assist with the completion of client accounts, management reporting, data entry and ledger management, and assisting with general bookkeeping services to a varied and exciting range of clients.

What do we offer?

We believe in nurturing talent and providing a positive culture where people can thrive. Our industrial placement programme includes:

- Comprehensive training and mentoring to develop your skills
- Market leading salary
- 22 days annual leave
- Free onsite parking
- Social events and team-building activities
- Access to modern technology and tools
- A friendly, supportive, and flexible work environment

What are we looking for?

The ideal candidate for this industrial placement will possess:

- Be in the penultimate or final year of a degree.
- Predicted 2:2 degree or higher (ideally in a relevant subject such as maths, business, economics, etc.)
- Excellent analytical and problem-solving skills
- Strong communication and interpersonal abilities
- A professional approach with attention to detail
- Ability to work flexibly within a busy team
- Commitment to maintaining high professional standards

Next Steps

If you're ready to embark on an exciting journey with PEM, follow these steps:

1. Send your CV and a cover letter outlining your interest and qualifications to recruitment@pem.co.uk
2. If selected, you'll be invited for an initial call with our talent team
3. Complete a series of short skills tests
4. Attend a final interview with team managers
5. If successful, receive a formal offer and guidance through the onboarding process.