

Trainee Accountant – Virtual Finance Office (VFO)

School Leaver or Graduate – AAT/ACCA

Are you a recent school leaver or graduate looking to launch an exciting career in accountancy?

PEM, the largest independent accountancy firm in Cambridge, is seeking talented school leavers or graduates to join our VFO team as a Trainee Accountant. This exciting opportunity is ideal for ambitious individuals looking to start a rewarding career in finance.

What will you be doing day to day?

As a Trainee Accountant, 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?

You will join our dedicated accountancy training programme to become an ACCA qualified chartered accountant. Our early careers programme includes:

- Comprehensive support to develop your skills and knowledge
- Market leading salary
- Fully-funded study package
- Bonuses for successfully passing exams first time
- 25 days annual leave
- Birthday leave
- Enhanced contributory pension scheme
- Free onsite parking
- Supported railcards
- Social events and team-building activities to foster a fun and engaging workplace
- GymFlex, shopping discounts, cycle to work and other flexible benefit options
- Access to modern technology and tools that enhance your work experience
- A friendly, supportive and flexible work environment

What are we looking for?

- A minimum of three 'A' Levels (A or B grade) or a minimum 2:2 degree.
- Strong GCSE results
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal abilities
- Professional approach with a good eye for detail
- Ability to work flexibly and supportively within a busy team
- Commitment to maintaining high professional standards

PEM
Salisbury House
Station Road
Cambridge CB1 2LA

t. +44 (0)1223 728222
e. pem@pem.co.uk

pem.co.uk

Peters Elworthy & Moore

A full list of partners can be found on our website.

Registered to carry on audit work and regulated for a range of investment business activities in the UK by the Institute of Chartered Accountants in England and Wales. Registered with the Chartered Institute of Taxation as a firm of Chartered Tax Advisers. PEM Insolvency Practitioners are licensed to act in the UK by the Insolvency Practitioners Association and when acting as receiver or administrator contract without personal liability.



Next steps

Apply now and enjoy the benefits of working in Cambridge in a professional and friendly environment. Please follow these steps:

- Send your CV and a cover letter outlining your interest and qualifications to recruitment@pem.co.uk.
- A member of our talent team will review your application and assess your suitability for the role.
- If selected, you will be invited for an initial call with our talent team where you can discuss your skills and experiences in more detail and crucially why you would like to join PEM's early years programme.
- If successful, you will be asked to complete a number of short skills tests to evaluate your numerical, written reasoning and attention to detail skills.
- Candidates will have a final interview with team managers to discuss the role and your potential fit within the team.
- If selected, you will receive a formal offer, and we will guide you through the onboarding process to get you started on your exciting journey with PEM.

