



Job Description

Job Title: Trainee Accountant

Location: Cambridge, Cambridgeshire

Department: Virtual Finance Office (VFO)

Graduate opportunity: School Leaver - AAT/ACCA

Are you a recent school leaver curious about business, problem-solving, and how organisations really work behind the scenes?

PEM, the largest accountancy firm in Cambridge, is seeking talented school leavers 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 in VFO, you'll play a vital role in helping businesses understand their numbers and make confident decisions for the future.

In this role, you'll learn how to:

- Record and organise financial information that shows the true story of a business
- Support with preparing reports that highlight how companies are performing
- Work with a wide range of clients from different industries – every day is different
- Build practical skills in bookkeeping, data entry, and financial management.

What makes this opportunity exciting is that you'll be part of a Virtual Finance Office – a modern, digital way of supporting businesses with their finances. You'll be helping clients look ahead, giving them valuable insights to grow and succeed.

PEM

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1875 Accounting Limited t/a PEM.
A full list of Partners can be found on our website.

Company Registered Number: 17014349
Registered Office Address: Salisbury House, Station Road, Cambridge, United Kingdom, CB1 2LA
Country of Registration: England

Regulated for a range of accounting and investment business activities in the UK by the Institute of Chartered Accountants in England and Wales. 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.



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 112 UCAS points from all your 'A' Levels 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

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.

