

## Job Description

<b>Job Title:</b>	Trainee Accountant	<b>Reporting To:</b>	Manager
<b>Based Location:</b>	Banbury		
<b>Scope:</b>			
To provide support for Managers and Directors in a professional accountancy firm to fee paying clients. The services can include financial reporting, taxation, audit and assurance.			
<b>Key Responsibilities and Accountabilities:</b>			
<ol style="list-style-type: none"> <li>1. Internal contact with Managers and Directors</li> <li>2. Contact with clients</li> <li>3. Job tracking and management</li> <li>4. Client record processing</li> <li>5. Bookkeeping</li> <li>6. VAT Returns and checking</li> <li>7. Management accounts preparation</li> <li>8. Accounts and financial statements</li> <li>9. Tax computations and returns</li> </ol>			
<b>Qualifications:</b>			
<b>Essential</b>		<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Degree level qualification or equivalent or good A level results</li> <li>• Good numeracy skills</li> <li>• Strong IT skills</li> <li>• Good communication skills including ability to take notes</li> </ul>		<ul style="list-style-type: none"> <li>• Have good A level results or equivalent</li> <li>• Relevant work experience</li> </ul>	
<b>Person Profile:</b>			
<ul style="list-style-type: none"> <li>• Self-driven, results focused with a positive outlook</li> <li>• Desire to learn and develop</li> <li>• Commitment and desire to complete accountancy qualifications</li> <li>• Strong but empathic communication skills</li> <li>• Interest in agriculture / rural issues</li> <li>• Mobile and flexible to work in other Company offices and client sites when applicable</li> </ul>			
<b>Direct Reports:</b>			
None			