

We're looking for our next AAT Trainee



We are looking to employ an ambitious and highly organised individual to join our skilled and developing team as a Trainee Accountant.

This represents a unique opportunity to forge an accounting career in a unique environment with clear career progression whilst receiving first class training.

Responsibilities

Responsibilities will include the following, but will develop and increase as the successful candidate progresses:

- Providing support for team of Accountants whilst managing client requirements
- Supporting bookkeeping and annual account preparation
- Assisting with the preparation of sales, purchase and nominal ledger records
- Completing bank reconciliations and investigating any anomalies that occur
- Assisting with preparation of profit and loss reports and balance sheet reconciliations
- Assisting with the preparation of VAT returns and online submissions

Key Skills & Qualities

The following would be extremely beneficial to candidates:

- Undertaking AAT training already or a desire to study whilst employed.
- A good working knowledge of Excel.
- An ability to communicate clearly, confidently and professionally with staff, suppliers and customers.
- An ability to demonstrate a high degree of accuracy and attention to detail whilst working to strict deadlines.
- The ability to work as part of a team in a fast-paced environment.
- An ability to be proactive and prioritise a changing workload.
- Eager to learn and undertake responsibility for tasks and processes.
- Passionate about delivering on promises and fulfilling potential.

Salary & Benefits

- Salary approx. £18k dependent upon qualifications and experience
- Study support towards AAT qualification

To apply, please send a copy of your CV and covering letter to elevate@increasealtitude.com

Strictly no agencies please.