

JOB DESCRIPTION

Job title	Trainee Accountant
Location	Milton, Cambridgeshire
Department	Virtual Finance Office (VFO)
Line manager job title	VFO Manager

Overview

As Trainee Accountant, you will be a key and integral team member working closely with the team to assist with day-to-day operations of client work such as cloud accounting technology, payments, bank reconciliations, process improvement, and support Account Manager (AM).

You will enjoy working as part of a busy team and whilst we expect you to work hard, we also expect you to have lots of fun along the way! Alongside your work, you will receive first-class professional training as you study for the Association of Accounting Technicians (AAT) qualification, followed by the ACCA (the Association of Chartered Certified Accountants) qualification.

Key accountabilities

- Completion of client work you are allocated within the agreed timescale
- Process all client invoices on a daily basis using Dext
- Complete bank reconciliations on at least a weekly basis for the clients you have responsibility for
- Prepare client requests for any missing/outstanding information at the end of each week and send to the AM for review, noting any specific information that needs highlighting to the client
- Draft client payment runs, within agreed timescale, for review by AM
- Process payroll journals in Xero for your clients, when available and before the end of each month
- Communicate effectively on a regular basis with your line manager and relevant AM regarding progress of tasks, including if you are unable to meet agreed timescale
- Highlight areas of processing that could be improved to the AM, so we are operating in the most efficient way, as standard across all clients
- Other reasonable duties may from time to time be required.

Person Specification

- Minimum of three A Levels, (A or B grade) ideally in relevant subjects including maths, business, economics) and GCSE (at least grades C/4) level English and Maths
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation
- Proficient attention to detail to ensure accuracy
- Ability to balance multiple priorities and deliver to strict timelines
- Quick to learn and adapt to new situations
- Maintains and promotes high professional standards of conduct
- Good understanding of Xero and Dext (Desirable).