

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 ACA (Associate Chartered Accountant) qualification.

Key accountabilities

- Management of a broad client portfolio with a lean towards not for profit and charities.
- Leading teams through client audits with varied turnovers.
- Act as a client lead and point of contact for key clients.
- Undertaking pre and post-audit debrief meetings, ensuring timely feedback is provided to maintain audit excellence and review development points.
- Coach and mentor audit teams (Trainees, Assistant Managers and Managers) in conjunction with the technical committee, to ensure that those working on audits are adequately trained.
- Ensure that timescales and deadlines are met in line with audit plans and accounts submissions.
- Strategically develop and market the charity & NFP specialism offered by PEM and ensure that there is a cohesive and targeted inter-departmental approach.
- Take a lead role in business development and positively promote own and PEM's profile within the marketplace.
- Work with Audit Partners to deliver on the Firm's strategic aims, proactively identifying suggestions for change and improvement

Person Specification

- RI status (preferred).
- ACA, ACCA, or FCCA qualification.
- System literate (Retain, Intapp, FireCRM, Caseware, Inflo etc.)
- Excellent communication skills.
- Organised and methodical approach to work.
- Passion for developing people.