

JOB DESCRIPTION

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

School Leaver - AAT

Are you a recent school leaver or graduate looking to launch an exciting career in accountancy? PEM, the largest independent accountancy firm in Cambridge, is seeking talented school leavers or graduates 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, you will assist with the completion of client accounts, management reporting, data entry and ledger management, and assisting with general bookkeeping services to a varied and exciting range of clients.

What do we offer?

You will join our dedicated early careers training programme on a 4 year apprenticeship to become an ICAEW qualified chartered accountant. Our early careers training 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 three 'A' Levels (A or B grade) 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.