



Trainee job description

Accounts

- Accounts preparation under supervision
- Following set procedures for accounts production and use of software
- Completion of accounts production checklist
- Communicate accounts preparation progress with other team members
- Discussing queries with the client and requesting records or missing information
- Drafting correspondence to clients
- Dealing with clients on the phone
- Managing deadlines

Management accounts and bookkeeping

- Bookkeeping for clients
- Completion of draft management accounts and identifying areas of concern for the client
- Communicate with clients and obtain information necessary for the drafting of management accounts
- Preparation of checklist for review
- Deadline management

Payroll

- Processing monthly or weekly payroll for clients
- Keeping to strict deadlines and communicating with clients

Audits

- Assistance with substantive audit testing and other audit work
- Communicate the purpose of specific audit testing with clients
- Documenting tests carried out

- Communicate with clients and client staff at their premises

Taxation

- Preparation of corporation tax returns and associated schedules
- Preparation of straightforward personal tax returns
- Communication with clients
- Dealing with HMRC

Other

- Training and assisting clients with software and accounting systems
- Study to complete ICAEW ACA professional examinations
- Take responsibility for completing your ICAEW ACA Practical Experience Record
- Keep practice management software up to date
- Keep accurate timesheets
- Complete any other duties as required

Co-operative duties

- Take an active role in the day to day running of the co-op
- Attend monthly co-op meetings and take part in co-op discussion
- Bear in mind the 7 co-operative principles in your day to day working