

ACCOUNTING TECHNICIAN APPRENTICESHIP

THE OPPORTUNITY

Do you want to pursue a career in accountancy and have the opportunity to gain practical hands on experience at the same time as training? Are you unsure about going to University and want to enter into the workplace while continuing to develop your skills and earning potential?

With a start date in August/September 2022, we have exciting opportunities to join our firm as an apprentice working within the Accounting Solutions Department in our St Albans office.

We can offer you;

- **Varied practical on-the job training**
- **Study support:** Our apprentices work towards nationally recognised professional qualification with the Association of Accountancy Technicians (AAT).
- **Friendly and knowledgeable team:** Working with our experienced and supportive team, you will quickly develop your skills to become an integral part of Rayner Essex.

WHO WE ARE

Rayner Essex has been established for over 50 years and is a dynamic, medium-sized firm with offices in St Albans and Central London. We have 7 partners, 5 directors and around 80 staff, ranging from apprentices to highly experienced managers. We provide the full range of professional services typically provided by an established and progressive accountancy firm, including audit and accounts, management consultancy, payroll and taxation.

We aim to be the 'go to' firm for small and medium sized enterprises providing a truly excellent professional service that is tailored to meet clients' needs and requirements. Our clients range from all fields of business, industry, the professions and arts, including large corporates operating nationally and internationally, privately owned businesses of every size, partnerships, sole traders and self-employed individuals.

KEY RESPONSIBILITIES

Our Accounting Solutions Department provides a wide range of services to clients, including accounts preparation, bookkeeping and the production of management accounts and information. The main duties for this position will involve working on the books and records of clients. This will involve processing transactions from documents provided by the client and reconciling control accounts, including Bank, Sales ledger, Purchase ledger and VAT. You will also learn to use a variety of accounting IT packages.

TRAINING AND SUPPORT

We work with an established training provider to maximise your ability to successfully pass your exams. Our apprentices work towards AAT Level 3 and 4 Diploma in Accounting. All qualification fees are paid for.

We will give you a balance of practical experience and structured theoretical training to allow you to quickly develop your skills and be a meaningful part of our team.

WHAT WE ARE LOOKING FOR?

We are looking for apprentices who are highly motivated and have a desire to learn, along with excellent communication skills, attention to detail, and the ability to establish and maintain effective working relationships. In order to apply you should have the following:

- Five GCSE's (or equivalent) at grade 4 or above (including at least grade 6 in Maths and English).
- Two A level's (or equivalent) at grade C or above (excluding general studies) will be an advantage but are not essential
- Good keyboard skills and a working knowledge of MS Office, including Word and Excel
- Previous work experience is an advantage

WHAT WE WILL GIVE YOU IN RETURN

In addition to comprehensive training we will also give you the following:

- Competitive salary with reviews every 6 months
- 25 days holiday (with the ability to buy and sell holiday each year)
- Pension provision
- Health cash plan
- Occupational sick pay scheme
- Life assurance scheme
- Season ticket loan for travel
- An active social committee with frequent and varied events throughout the year

HOW TO APPLY

For further detail of the duties and responsibilities and a job description please visit rayneressex.co/careers

If this role matches your experience and aspirations then to be considered, please email aatrecruitment@rayneressex.com including your CV and why you think you may be suited to this role.

Applications will be reviewed on receipt and the position may be closed early should a suitable candidate be identified.