

CAREER OPPORTUNITY - ASCOT

AAT Accountancy/Taxation Apprenticeship (Level 3/4)

Kirk Rice are a leading independent firm of Accountants and Financial Advisers supporting individuals, local businesses and multi-national corporations since 1989. We offer specialist advice across our core business areas of accounting, audit and tax, business support and financial services.

Due to continued growth, we are looking to recruit apprentices into our Accountancy and Taxation teams. Studying Level 3 or 4 AAT, this exciting opportunity will suit 'A' level students with a good academic background, providing the chance to gain a professional qualification without the need for a university degree, potentially progressing to study ACCA/ACA(ICAEW).

With opportunities in our Accounting & Audit, Business Support (Outsourcing) and Taxation teams, the successful candidate must have a keen interest in accountancy and taxation and a commitment to continuous learning within a professional environment along with a willingness to develop and grow within this forward thinking firm.

Key duties may include:

- Routine bookkeeping & double entry
- Use of accountancy software & Excel spreadsheets
- Preparation of self assessment tax returns
- Control account reconciliations
- Preparation of monthly/quarterly or annual accounts
- Liaison with client over telephone and email

Hours of work:

- 37.5 hours per week
- Monday to Friday, 9.00am – 5.30pm (1 hour for lunch)

Remuneration:

- Competitive salary & comprehensive benefits package
- Full study support for AAT

Qualifications required:

Ideally 3 'A' Levels grades A*-C, plus GCSE grades A*-C in both Maths & English.

Skills required:

You should have a good understanding of Excel, Word and Outlook. Be numerate and demonstrate developing people skills; previous experience within a customer service environment would be an advantage.

Personal qualities required:

You should be well presented with a pleasant and polite manner, bearing & speech conducive for a professional environment; ability to communicate effectively at all levels; confident and enthusiastic with a mature attitude and an aptitude and eagerness to learn new skills.

How to apply:

Send your CV and covering letter by email to recruitment@kirkrice.co.uk