

CAREER OPPORTUNITIES - ASCOT (SL5) + Fleet (GU51)

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 now looking to recruit apprentices into our Ascot and Fleet teams. Studying Level 3 or 4 AAT, these exciting opportunities 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 on to study ACCA/ACA.

With opportunities in our Accounting & Audit and Business Support (Outsourcing) 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, hybrid working available
- Monday to Friday, 37.5 hrs per week

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 be keen to learn, be self-motivated and organised and able to demonstrate your interest in a career within accountancy. You should also have a good understanding of Excel, Word and Outlook, be numerate and demonstrate good communication skills and be a team player. Previous customer service experience may be an advantage.

Personal qualities required:

You should be well presented with a pleasant and polite manner, conducive for a professional environment; have the ability to communicate effectively at all levels; be confident and enthusiastic, with a mature attitude and an aptitude and eagerness to learn new skills. If this is you, then do come and join us!

How to apply:

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