

TRAINEE ACCOUNTS ASSISTANT

Who are we?

We are an independent accountancy practice with long established East of Scotland connections. EQ comprises 15 partners and over 100 staff with offices in Cupar, Dundee, Forfar and Glenrothes. Modern and energetic, we are one of the 15 largest accountancy and business development practices in Scotland and a leader in our field.

In October 2017, we were awarded “Most Innovative Large Firm” at the national 2020 Annual Innovation Awards having previously won “Managing Partner of the Year” in 2015. In addition, we are past finalists in the categories of “Best Medium Firm” and “Training Manager of the Year” at the Scottish Accountancy Awards. We are an ambitious practice and are committed to delivering an all round excellent service to our varied portfolio of clients. We are also part of the Kreston International network, operating in over 100 countries, which allows us to provide national and international services to our clients.

We have a strong training ethos and are able to provide our people with a diverse training experience.

What do we do?

We provide financial advice and a range of other financial services to both businesses (limited companies, partnerships and sole-traders) and individuals.

Who do we recruit as trainees?

School and college leavers and graduates.

What qualifications do we support?

Chartered Accountant (ICAS), Certified Accountant (ACCA), Certified Accountant Technician (CAT), Association of Tax Technicians (ATT), Chartered Tax Advisor (CTA)

What skills do you need to have?

You need to have:

- good ability with figures
- excellent IT skills
- a logical and analytical approach
- good organisational skills
- good problem solving skills
- a good grasp of how businesses work

You need to be able to:

- pay close attention to detail
- understand and handle complex information
- communicate clearly both in speech and writing
- work well under pressure and meet deadlines
- be discreet when handling confidential information.

What qualifications do you need?

- The qualifications for entry depend on the training route you choose.
- We do take on people who wish to enter accountancy training direct from school or college. We would look for at least 3 Highers (including English and Maths) and generally someone who has the qualifications to enter university but choose, for whatever reason, not to.
- If you choose to go to university and obtain an honours degree, then you can join our graduate training programme. Any subject is acceptable but accountancy, business studies, economics, finance, law and mathematics are the most common subjects for entry and may give you exemption from parts of the professional examinations. Our graduates study the examinations of ICAS or ACCA and it is generally a 3 year training programme after obtaining an honours degree.
- For entry to a degree course you generally need 3-5 Highers, depending on the subject you want to study and which university you choose.

What sort of work would you be doing?

You could be:

- Keeping full accounts for clients, based on the details which they provide, and making sure they are accurate
- Preparing quarterly and annual reports, budget forecasts, or managing cash flow, credit control or payroll for clients' businesses
- Providing management consultancy to clients, advising them on how to improve their business's performance and increase profits
- Improving financial systems for companies and helping put them into practice
- Working with businesses in financial difficulties, helping them to recover, to reorganise or to sell the business
- Working on company mergers or buyouts, or helping companies in money raising activities
- Giving tax advice to clients, and dealing with the government tax office on their behalf
- Carrying out audits (independent examinations of a client's accounts) and checking that they are correct
- Eventually specialising in one or more of the above activities.

What conditions would you be working in?

- You would be office based but you would visit clients at their premises.
- You would work normal office hours, but you may sometimes have to work evenings or weekends to meet deadlines.
- As a trainee, you would do much of your work at a computer, using financial software packages, tax packages and spreadsheet applications.
- As you progress through your training and, as a qualified accountant, increasingly more of your time will be spent liaising with clients and building a relationship with them and fellow professionals (i.e. bankers, lawyers etc).

What could you expect in the way of training?

- You would work as a trainee, usually for about 3-5 years, while studying for the examinations of one of the professional accountancy bodies we support (eg ICAS, ACCA or CAT).
- You can study for the examinations by day or block release, by distance or open learning or by a combination of these. The firm gives students some time off to attend classes but you would also have to study in your own time.
- The length of training varies depending on your initial entry qualifications.
- Practical training takes place "on the job" and we also supplement your formal studies with training courses delivered internally by our more senior staff.

Where do we advertise our vacancies and do we have vacancies?

Our training places are advertised on our website and, depending on the vacancy, with the schools or universities and sometimes on-line and in the press.

This year we will be looking for a few school leavers to start with us in Summer 2018. To find out more please visit our website.

What salary could you expect?

The figures below are only a guide. Trainee Accounts Assistants earn between £14,500 and £24,500 a year depending on their stage of training. The starting salary for graduate Trainee Accountants tends to be around £17,500 per year (but the firm may also support their studies at an additional cost of around £10,000 per year). Qualified Accountants (3 years after leaving university) can earn in excess of £30,000 per year.

Useful addresses and websites for more information

Jenny Law FCCA

Training and HR Manager

EQ Accountants LLP

14 City Quay, Dundee, DD1 3JA

Tel: 01382 312100

Email: recruit@eqaccountants.co.uk

Website: www.eqaccountants.co.uk

Facebook: www.facebook.com/eqaccountants/

LinkedIn: <https://uk.linkedin.com/company/eq-accountants-llp>

Twitter: @eqaccountants



ICAS

Institute of Chartered Accountants of Scotland (ICAS)

CA House 21 Haymarket Yards Edinburgh EH12 5BH

Tel: 0131 347 0100

Website: <http://www.icas.org.uk/>

ACCA

Association of Chartered Certified Accountants (ACCA)

2 Central Quay 89 Hydepark Street Glasgow G3 8BW

Tel: 0141 582 2000

Email: info@accaglobal.com

Website: <http://www.accaglobal.com/>