

Ready to rocket?



Then you might be ready to join
Wilson Partners.

Audit and Accounts Trainee

Location: Thames Valley – Maidenhead

Company: Wilson Partners
Leading Accounting, Tax and
Corporate finance business

Opportunity to join a leading
Accounting, Tax and Corporate
Finance business.

We combine the financial
expertise, experience and
accessibility of our talented team
with a deep understanding of
our clients to help achieve their
goals.

We provide a suite of integrated,
innovative and value-added
accounting, tax and corporate
finance solutions that empower
businesses, investors and private
clients to make better decisions.

Each one of us is dedicated
to challenging, inspiring and
supporting our clients to live the
lives they want and enjoy the
success that will benefit those
they care about and the wider
community.

Who we are:

The Audit Team at Wilson Partners
is just one key part of the firm of 35
staff (and growing fast) with more than
450 corporate clients, usually owner
managed businesses with a turnover
£1m - £25m+.

Your new role:

**This is an exciting role within a fun,
dynamic team, with exposure to a
varied portfolio of clients across
accounting, tax and audit services.**

As a trainee you will combine your
technical studies with exposure to a
range of clients for whom you'll be
responsible for preparing accounts and
tax returns as well as working on audits
for the larger clients in our portfolio.
You will have the opportunity to learn
and develop your skills in bookkeeping,
accounting and tax across clients in
a variety of sectors. The role includes
building long term relationships with not
only the internal team, but clients alike.
This exciting role is client facing and
requires good communication skills.
It will suit those that have a keen interest
in business and a desire to learn.

Job Description

Job title	Audit and Accounts Trainee
Main purpose of job	To prepare (under supervision) accounting, business tax and audit work which contributes significantly to the preparation of accounts, audits and business tax computations for clients
Reports to	Audit and Accounts Manager
Duties & key responsibilities	<ul style="list-style-type: none"> • Prepare bookkeeping records from source data using the firm's preferred accounting software • Prepare accounting journal entries for period end reporting including depreciation, prepayments and accruals • Prepare control account reconciliations and analysis to support the accuracy of figures reported in the trial balance • Prepare basic period end accounts (including management accounts / financial statements) for small Companies, Partnerships, Sole trade and LLPs using the firm's preferred software applications and learn from review points identified on manager review • Preparation of basic period end tax returns including VAT, Corporation Tax and partnership tax using the firm's preferred software • Completion of audit field work with guidance from fellow team members • Prepare basic company secretarial documentation including dividend documentation and Confirmation Statements • Develop knowledge of different software in order to extract information and provide client with assistance where required
General responsibilities	<ul style="list-style-type: none"> • Ensure confidentiality of sensitive data • Accurately perform work in accordance with the firm's policies, procedures and work programmes • To act in accordance with the business' values and competency framework • Perform work in accordance with agreed timeframes and keep managers aware of progress • Commitment to passing relevant exams within the given period
Skills and abilities	<ul style="list-style-type: none"> • Ability to communicate and ask for help were required • Passion to develop new skills
Knowledge	<ul style="list-style-type: none"> • No previous accounting experience is required • Computer skills: MS Office applications - Word, Excel, Outlook • Strong GCSE and A level Qualifications with degree level 2:1 or above preferred
Personal attributes	<ul style="list-style-type: none"> • A 'can do' attitude with a high attention to detail • Be a good team player demonstrating commitment and respect to other team members • Good communication skills – both verbal and written. • Commitment to learning • Refer to competency framework for specific behavioural indicators