

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

An opportunity has arisen to join Wilson Partners, an award-winning Accounting, Tax and Corporate Finance firm, recognised in 2023 as 'Outstanding to work for' by Best Companies.

We work with ambitious SMEs, their owners and Private Equity houses combining the financial expertise, experience and accessibility of our talented team to help them achieve their goals. Like our clients, we're ambitious too. We want to be a top 25 accounting firm by 2026 and we will only achieve that by investing in our people and continuing to provide innovative and value added accounting, tax and corporate finance solutions that empower clients to make better decisions.

Who we are:

Wilson Partners was established in 2008 in the heart of Maidenhead, Berkshire, by two brothers, Allan and Chris. From day one there has been a key focus on team culture, driven by the belief that our business is all about the people. Now with offices in Maidenhead, Cambridge, Sevenoaks and South Africa and a team pushing 150 and counting we're here to make a positive impact. Our continued growth journey means we are always on the lookout for great talent.

We're proud to do things a little differently, we're business enthusiasts who just happen to be accountants, we want to challenge and be challenged. We strive for the best and we want our clients and people to see the value in how we operate and that we can make a real difference.

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

Please email your cv to: philippa.duckworth@wilson-partners.co.uk