

**Job title:** Accounts, Audit and Tax Trainee

**Location:** Brighton

**Salary range:** £16k - £22k per annum, depending on experience

Full time, Monday to Friday

We are recruiting for an AAT level 3 qualified accounts, audit and tax trainee, who wants to complete their AAT level 4 and progress on to studying for their ACA or ACCA qualification. You must be pro-active, have a keen eye for detail and accuracy and have an enquiring mind. Friend-James Limited is an ICAEW and ACCA Approved Training Provider and with just over 40 staff there is a wealth of experience to help you train and achieve your goals.

Our office is based in Preston Park, Brighton and close to bus and train stations. Preston Park is opposite the office and the Rock Garden nearby for those of you who enjoy getting out at lunchtime.

**Requirements:**

AAT level 3 qualified minimum

Be used to working in an open plan office environment

Ability to organise your work and recognise when to ask for help

Be confident using Excel and able to adapt to different types of software (training will be provided where necessary)

Excellent attention to detail and accuracy

Be able to work on your own and as part of a team

Be able to meet deadlines

Previous practice experience desirable but not essential

There will be occasions when you are required to work off site such as on audit and working hours may not be 9-5. You will need to be prepared to be flexible, behave professionally and be smart in appearance.

**Responsibilities:**

Preparing accounts for sole traders, partnerships, LLP and Limited companies, service charge and rental accounts

Prepare tax returns for the above

Assist on audit

Prepare VAT returns

Provide bookkeeping services and management accounts

Cloud accounting assistance for clients

Liaise with clients and relevant authorities

Assist your team members

Adhoc administrative duties such as filing accounts and tax returns, scanning, requesting records

**Benefits:**

Holiday: 20 days holiday + bank holidays and 2 bonus days at Christmas (we are closed between Christmas and New Year)

Pension: NEST employer contribution

Training: Full study support to complete your AAT qualification and for ACA/ACCA qualification

Parking permit loan: We cannot offer a parking space, but a parking permit loan can be arranged if required

For more information or to submit your CV please contact Helen Griffiths at Friend-James :  
[helen@friend-james.co.uk](mailto:helen@friend-james.co.uk)