

Audit & Accounts Trainee

Langdowns DFK are a forward thinking firm of Chartered Accountants and business advisors, with offices in Eastleigh, Andover, and Basingstoke. We cover a full range of accountancy services and advice, including audit and taxation.

We are seeking a Trainee with good A level results or equivalent, to work in our Audit / Accounts department as part of a team in our Eastleigh office. This role will involve practical training and a study support package towards AAT accountancy qualification leading to ACA / ACCA studies.

The successful applicant will be enthusiastic and keen to learn, computer literate, with good interpersonal skills enabling them to work well as part of the accounts team.

The role of the Trainee is responsible to our Audit / Accounts Managers in carrying out all duties set out below.

Duties: -

- Preparation of year-end financial statements
- Assisting with auditing of company accounts
- Preparation of tax computations
- Statutory work for clients
- Bookkeeping for clients
- Completion of VAT returns
- General office administrative duties

Personal Qualities

- Flexible and adaptable to changes in workload
- Well presented, and possessing the necessary attitude associated with a professional firm
- Enthusiasm
- Good numeracy and literacy
- Determination for studying
- Good knowledge of Microsoft Excel and Word
- Willing to learn
- Well organised and motivated

Conditions

- Working week: 37.5 hours
- Annual Holiday: 20 days plus bank and public holidays
- Own transport is preferred as the role may require you to visit clients or our offices in Andover or Basingstoke from time to time

Desired qualifications

- Good GCSE grades with grade C/4 or above (or equivalent) in Maths and English
- 3 A-Levels (or equivalent) at grades A / B / C (or predicted grades) including Maths or Business / economics would be desirable but not essential

If you are interested in this position then please complete the application form and, together with a copy of your CV, send it to Ruth Taylor, Langdowns DFK, Fleming Court, Leigh Road, Eastleigh, Hampshire SO50 9PD by the closing date of 11th September 2020.