

SERVICE CHARGE TRAINEE ACCOUNTANT/AUDITOR

Are you an 'A' Level student looking for your first entry into a professional accountancy practice?

If so, this may be an ideal opportunity for you!

The Trainee Service Charge position offers you the possibility to work for a firm that has a reputation for providing a formidable service to our clients and our staff and you will also be able to study for a professionally recognised accounting qualification.

Company Background

Clement Keys is one of the largest independent firms of Chartered Accountants in the West Midlands with over 100 employees. We provide an empowering and supportive working environment, resulting in an enjoyable and fulfilling career prospect.

Our approach is designed to give you the training you need to do your job effectively and develop personally to deliver the highest quality of service expected by our clients.

We pride ourselves on our reputation for quality, reliability and service and recognise this is built on the commitment and capability of our employees. A number of high-profile awards have recognised our success as an employer, a service provider and a member of the wider community.

The Position

As a result of continued growth, we currently have a vacancy for a Trainee Service Charge Accountant/Auditor to join our dynamic and growing team.

Working from our offices in Edgbaston and reporting to a Service Charge Manager, you will be involved in carrying out service charge audits for both residential and commercial properties on behalf of property landlords which may include travelling to and from our clients' premises.

The role is permanent, full-time, 37.5 hours per week (9.00am until 5.30pm Monday to Friday) with a one hour lunch break. Free on-site car parking is available for all staff.

The Candidate

Candidates are required to have or expected to achieve good 'A' Level grades and have a genuine interest in working in accountancy.

You will be keen to learn and develop your career in the Service Charge Department and your hard work will be rewarded with an excellent training and support package.

Training and Development

Applicants joining the Service Charge Department at Trainee level will be offered a position which will include the opportunity to study for the AAT qualification (Association of Accounting Technicians).

Whilst you are studying towards your professional AAT qualification, the firm will offer you:

- Ongoing study support
- Professional development
- Practical experience working in a professional and friendly team.

If you are successful at AAT level, you will then have the possibility of studying the ACCA qualification (Association of Chartered Certified Accountants).

Application Process

For an informal discussion regarding the position, please telephone Melanie Parker on 0121 456 4456.

To formally apply for a position, please send a covering letter and full academic Curriculum Vitae to:

Melanie Parker
Personnel Manager
Clement Keys Chartered Accountants
Edgbaston
Birmingham
B15 1TS
E-mail: recruitment@clementkeys.co.uk

Please state the vacancy that you are applying for when sending us your application.