



Working together #joinduncantoplis

We will be the firm that clients always choose to work with and where talented people belong.

ACA Graduate Trainee Accountant

Job description

Job title: ACA Graduate Trainee Accountant
Location: Various Offices
Reports to: Manager

Role summary

An ACA Graduate Trainee will be placed on a 3-year training contract and gain experience in all areas of accounting to become a Chartered ACA Accountant. You will support your team and carry out the initial preparation of clients' accounts and assisting with audits where necessary with the assistance of a senior to reach final stages for Manager/ Director approval, along with studying with our training provider to gain exam successes.

Key responsibilities

- To prepare client accounts to part or final completion stage dependent on the complexity of the business and to attend and assist with audits.
- To prepare tax computations, opening balance adjustments, engagement letters and general administration as and when required.
- To carryout work at clients premises when required (i.e. audit, book-keeping).
- When the opportunity arises to deal effectively with clients within your range of expertise and to refer to senior/manager before any advice is given.
- To report promptly to your Manager/ Director any concerns which may affect the firm's client relationship e.g. money laundering, unethical business practice, complaints etc.
- To proactively manage your own personal study to improve your knowledge and technical abilities in your studies and in the workplace.
- To respect client confidentiality and report any issues which may affect client relationships to your manager/ partner.
- To attend in house training which is provided where relevant to keep CDP up to date.
- Achieve the target competencies set throughout your training contract, experience and studies.

Person Specification

1. A degree in any discipline at 2:1 or equivalent
2. Be familiar with Microsoft Office packages.
3. Possess IT skills to operate in-house programmes and develop spreadsheets as necessary.
4. Be aware of the importance of client relationships and their own limitations when speaking to clients.
5. Be a great team player but willing to work on own when required
6. Some knowledge of accounts preparation programmes (training will be given) is desirable
7. Be commercially aware of the industry and market place
8. Basic knowledge of accounting practices
9. Enthusiastic and ambitious individuals with a determination to succeed.

Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

