



Working together #joinduncantoplis

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

CIMA Trainee Accountant

Job description

Job title: CIMA Trainee Management Accountant
Location: All offices (Lincs, Leics & Notts)
Reports to: Manager

Role summary

A CIMA Trainee Management Accountant will be placed on a 3-year training contract and gain experience in a wide variety of financial disciplines. You will initially gain an understanding of management and financial reporting as part of a team before progressing to deal with clients directly. You will develop the skills to lead and support our clients through the challenging environment of constant change. On qualification you will act as a management consultant across a diverse range of businesses with the requirement to add real value.

Key responsibilities

1. To prepare management and financial accounts from core records, making recommendations for improvement where appropriate.
2. To develop your knowledge and experience in line with the CIMA syllabus over the period of your training contract.
3. To keep up to date with technical and legal developments in business environment.
4. When the opportunity arises, deal effectively with clients within their range of experience and to refer to senior colleagues before any advice is given.
5. To proactively manage their own personal study to improve their knowledge and technical abilities.
6. To respect client confidentiality and report any issues which may affect client relationships to their Director.
7. To promptly report to their Director any concerns which may affect the firm's client relationship e.g. money laundering, unethical business practice, complaints etc.
8. To attend in house training to keep CDP up to date.
9. Achieve the target competencies set throughout your training contract, experience and studies.

Person Specification

- A degree in any discipline at 2:1 or equivalent
- Must have GCSE Maths and English Grade 5 +
- Must be academically able and willing to undertake CIMA studies
- Must be aware of the importance of client relationships and their own limitations when speaking to clients.
- Must possess IT skills to operate in-house programmes and be highly proficient in excel able to prepare and develop spreadsheets as necessary.
- Must be able to manage a busy workload and work to strict deadlines
- Must be fully conversant or keen to learn software programmes.
- Excellent communication skills and ability to build relationships at all levels to provide a great service to our clients.
- Outgoing and enthusiastic with a determined mindset 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!

