

Industrial Placement - Accountancy

We are a small, but growing, company that provides management accountancy services to small businesses who are typically not large enough to have a full-time Finance Director or Management Accountant. Our work is focused on providing them with good quality and meaningful management information and providing technical support to their bookkeeping staff.

We are challenging the traditional view of what accountancy firms do in that we do not prepare statutory accounts, tax returns or undergo audits. Instead, we get right into the detail of how to help make our customers more profitable by analysing their monthly numbers in depth and tracking trends closely. We are also involved in business planning, assist in raising finance, apply for grants and develop their financial systems. Our customers are predominantly Midlands based and a number of them have an engineering or manufacturing focus.

Job Description

This is a training post and you will not be expected to have prior work experience in accountancy. You will be trained in many aspects of the day to day running of this small business, and to prepare work for customers. As a small business, you will be involved in a wide variety of different activities in the business, rather than working on a specific project. Your work will include bookkeeping on Sage accounts, preparation of VAT returns, payroll, and management accounts preparation, as well as general clerical and administrative tasks.

Qualifications

We are looking for someone who is currently studying Business, Accountancy or Economics.

Personal Attributes

We consider your personal qualities to be just as important as your academic achievements. This is a small business, and we are looking for someone who can fit in with the team, and enjoy working with us. The ideal candidate will be methodical, tidy, accurate and discreet. They will also enjoy working with numbers and have an appetite for learning.

Other

A driving license would be helpful, but not essential.

Applicants who have had previous weekend and/or holiday jobs (in any field) will be viewed favourably.

Remuneration

Salary will be £15,015 pa for a 35 hour week.

The post will run for 12 months from Jun-19 to Jun-20, the exact start date will be scheduled to commence after your university exams finish.

Holiday entitlement is 7 weeks per year including bank holidays.

How to apply

Applications should be addressed to Mrs Jo Arnold. To apply please send us your CV and a covering letter detailing your current situation. You may either upload your details using our website, quoting ref J-INP-2019, or alternatively send these to Jo on recruitment@jrma.co.uk. If you have any questions that you'd like to discuss before applying, please give Jo a ring on 01905 796512

Closing date for applications is 31st January 2019

Interviews will take place between 11th and 28th February 2019