

Graduate Trainee Management Accountant

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 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.

We are looking to recruit a Graduate Trainee Management Accountant. You will be involved in all aspects of the business and will be trained in the very best standards of management reporting.

Job Description

As this is a small business, your work will be varied, and you will be expected to be involved with a wide variety of tasks as the need arises. These are a selection of tasks which will take up the bulk of your time, although this is not an exhaustive list

- Management accounts preparation
- Forecasting & budgeting
- Preparation of VAT returns
- Preparing payroll
- Systems Development
- Supervision of one Industrial Placement student
- Office management and PA to the MD
- Most of your time will be spent working with Excel and Sage 50 but you will also use Sage Cloud, Sage Report Writer and Payroll Manager

Experience and Skills

- Some previous office work experience is essential. This might be in the form of an industrial placement year, or work undertaken in university holidays, or before your university course started.
- Strong working knowledge of Excel
- Driving licence would be preferred

Qualifications

- You will be degree qualified, however, we welcome applicants who have not studied a finance related subject.
- An interest in business is essential and an interest in engineering and manufacturing businesses would also be an advantage
- We will encourage you to study for your CIMA or ACCA professional qualification

Person Specification

The type of person and how well you fit with our approach will be as important as your technical skills. The ideal candidate will demonstrate the characteristics as below

- Professionalism and discretion as you will be dealing with confidential customer information
- Organisational skills and methodical approach to work
- Passion for numbers and spreadsheets
- Strong communication skills
- Professional judgement
- Motivation, initiative and an enquiring mind
- Desire to drive the use of technology in the business

Remuneration

- Full time hours are 37.5 hours per week from Jun-19
- In order to complete your basic training, you will be required to work approx. 15 hours per week from Jan-19 until your final exams are completed
- Starting salary will be £25,000 based on 37.5 hours per week, and pro-rata for part-time work undertaken from Jan-19 to Jun-19
- Support will be provided for training towards a CIMA or ACCA qualification. We will fund your institute registration fees, annual membership fees, your assessment fees, and will make a contribution towards your course fees
- 7 weeks holiday 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-GRAD-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

The closing date for applications is 30th November 2018.

Interviews and assessments will take place between 3rd and 14th December 2018