

About The Job

Job Title: Graduate Apprentice Accountant
Contract: Permanent
Hours: Full time, flexible, hybrid
Salary: £23,400



Other Benefits	
Four Day Working Week	7% employer pension contribution
Travel and accommodation for on-campus time fully paid	Free lunches from Toshie's (local Café and social enterprise)
Fresh fruit in the office from Roots & Fruits	Flexible working pattern (around core hours)
Work from home available	Annual salary review based on performance targets
Quarterly CPD (training) budget	Thirty days holiday (inc. Bank Holidays)
Subsidised gym membership	The only B Corp certified accounting firm in Scotland!

We are looking for a Graduate Apprentice (GA) to join our team which is based in Kelvinbridge in Glasgow. As a GA you will be employed full time as a trainee, as well as attending Robert Gordon University to study a **BA (Hons) in Accounting with ACCA Accreditation**. The apprenticeship will see you achieve both an honours degree in Accountancy from a leading Scottish university, and full membership of ACCA as a chartered certified accountant. You will be fully supported and mentored during this five year course and anyone with the right attitude and work ethic can apply. Detailed entry requirements are set by the University and provided separately along with a full course prospectus and syllabus.

Our firm operates a **true four day week** meaning you will work four days while being paid for five, provided individual and team targets are achieved.

This role will involve the following main areas of work which you will be fully trained and supported in:

1. Direct responsibility for a range of clients' desktop and cloud based accounting systems including remote management from our office, and on-site with clients (main systems are Sage, Xero, QuickBooks)
2. Completion of month-end procedures including bank and balance sheet reconciliations, VAT returns etc.
3. Preparation of regular management information including budgets, management accounts, cash flow forecasts and analytical review of accounts for clients' senior management and board
4. Preparation of annual accounts (FRS105 and FRS102) and corporation tax returns for limited companies
5. Preparation of annual statutory accounts for charities including independent examination and preparation of an examination evidence file
6. Preparing annual accounts for statutory audit by external auditors, including full audit file and working papers
7. Preparation of sole trader and partnership accounts, and personal tax computations and returns
8. Managing client relationships, meeting deadlines and expectations, and flexibly managing a varied workload each month
9. Handling client queries in a timely and attentive manner and attending and presenting accounts at client meetings

You will be allocated your own group of clients across a range of sectors ranging from individual property landlords, sole traders, limited companies, social enterprises and registered charities. You will have responsibility for some clients through the whole of their annual financial cycle, from **budgeting** to support with **bookkeeping**, preparation of **management accounts** and annual **statutory accounts**.

About Brett Nicholls Associates

- ⇒ We are a single partner professional accounting practice. We provide accounting and consulting services to a wide range of businesses and individuals across Glasgow and Scotland, and our particular specialism is in the third sector (not for profit sector)
- ⇒ Our aim is to be **professional and friendly** - we care about our clients, and take the time to understand what they do and why.
- ⇒ We care about **sustainability** and calculate our carbon footprint annually, setting targets for reduction
- ⇒ Since 2018 we have operated a **true four day working week**, with the office being closed on Thursdays, and all staff working a 30 hour week with no change to salaries, provided targets are met.
- ⇒ We were proud to be **certified as a B Corp** in February 2023!

Particulars of Employment

Hours of Work	9am – 5pm (Mon, Tue, Wed, Fri – office currently <u>closed</u> on Thursdays) – hours flexible
Hours per Week	37.5 (Full Time contract, 30 hours working time under Four Day Week)
Contract	Permanent
Rate of Pay	£23,400 pa (Real Living Wage)
Pension	7% paid by employer, 5% employee contribution (total 12% – Living Pension Accredited)
Holidays	20 days // 10 public holidays // 30 days total

Required Attributes and Skills

- **Communication:** the ability to communicate with clients clearly and at an appropriate – and variable – level is essential. Building rapport and understanding your clients will help us do a better job for them
- **Attention to detail:** people make decisions based on the information we provide them – it must be accurate
- **Punctuality and reliability:** responding to client communication quickly and efficiently, agreeing deadlines and sticking to them, delivering what we promise – these things will be expected as a minimum
- **Problem solving:** a strong logical and analytical approach is essential in this role – whether addressing a challenge in a set of accounts or organising your workload and deadlines
- **Ethics and integrity:** we build our clients' trust through honest, straightforward communication and the highest standards of personal and professional integrity at all times
- **Attitude:** the technical aspects of our work can be taught. If you are enthusiastic, resilient and possess a growth mindset, everything else will take care of itself!

To apply, please send a CV and cover letter by email to:

David Nicholls, Partner // 0141 334 1318 // david@bnassociates.co.uk // www.bnassociates.co.uk