

KINGSWOOD

Trainee Accountant

Outline Job Specification

Background

Kingswood is a leading firm of Corporate Finance Advisers and Chartered Accountants located in Coldbath Square, London EC1. The business typically involves advising private companies in a fast-paced environment covering the skills of financial advice; investment banking; private equity; accounting and finance.

At full strength the team consists of 3 partners, 7 professional staff and 2 PA/Administrators, working together in a friendly, professional but informal environment.

The Role

The Trainee Accountant role involves working for one (or more) of the Partners and with the other professional staff. Duties include accounts preparation and auditing, management accounting, personal tax work, payroll processing, correspondence with both clients and HM Revenue & Customs, compliance procedure controls, assisting with tax planning, and supporting the corporate finance team.

The firm will help you navigate through your professional qualification training and will cover the cost of your study leave and exams at the first attempt.

Responsibilities and Duties

- Preparing accounts for incorporated and non-incorporated businesses
- Auditing
- Management accounting
- Preparing personal tax returns
- Correspondence with HM Revenue & Customs and clients
- Payroll processing and P11D matters
- Supporting the corporate finance team.

Kingswood utilise Microsoft Office and CCH accounting, auditing (Mercia) and tax software.

The position offers a competitive salary, annual profit sharing bonuses, and 25 days annual leave. After a qualifying period, Healthcare and a season ticket loan are also available.

In the first instance please apply by email with your CV and current availability to Rick Behan at rick.behan@kingswood.org.uk.

More information on Kingswood can be found at www.kingswood.org.uk.

Kingswood is an Equal Opportunities promoter and will not unlawfully discriminate against staff members or job applicants on the grounds of: disability; sex (including marital status, pregnancy & gender reassignment); age; religion or belief; race (including colour, nationality & ethnic/national origins); sexual orientation; political opinion; part time / fixed term status; or trade union membership / non-membership.

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