



Trainee accountant Job specification

Being part of Wellers

- Requires recognising and embracing the Wellers values.
- Requires integrity and means that I will be open, honest and fair in my dealings with others.
- Involves a relationship and means that we can totally rely on one another.
- Requires commitment and means that I will do what I say I will, when I say I will.
- Is to be successful, which means that Wellers grows, by helping clients to succeed.
- Requires initiative which means looking for all solutions and delivering [Business Oxygen](#).

Your role within Wellers

Wellers is proud to be a platinum training organisation and as such the role of a trainee, as part of the team at Wellers is an important one. As an organisation we invest substantial time and effort in ensuring our trainees are given the opportunities at work to develop, alongside comprehensive study support.

Your work will be mainly office based with the team however at times you may be required to attend client premises where you will be representing Wellers

As a trainee, you will be expected to:

- Provide support to more senior colleagues by producing work without the need for basic amendments, and to agreed timescales.
- Proactively develop technical knowledge through a combination of workplace learning and formal study.
- Apply knowledge gained from each assignment across the entire client portfolio that you work on.
- Use self-review and analytical review techniques to identify fundamental errors that should not have to be identified by senior members of staff.
- Understand the Wellers Business Oxygen position and promote this in all communications with clients.

Duties and responsibilities

There are various key areas in which we would expect you to gain proficiency. This is not an exhaustive list but is an indication of the responsibilities that are expected of Wellers' trainees.

Technical knowledge

- Developing technical knowledge through a combination of workplace learning and formal study.
- Have a good cross section of knowledge across all the key areas; bookkeeping, accounts, tax and audit.
- Able to grasp and apply core principles relevant to these areas demonstrating an enthusiasm to develop a thorough understanding of key concepts.
- Proactive in applying learnt knowledge to work thereafter and applying across all jobs.
- Willingness to share your skills and knowledge with Wellers.

Accounts

- Draft statutory accounts using the Caseware prescribed Wellers format, ready for review by receiving and applying instructions given by senior staff without the need for continued correction/ reminder.
- Demonstrates and applies an enthusiasm to completing work to a high standard, in accordance with expectations set by senior staff.
- Ability to prepare bank analyses and other basic reconciliations, seeking senior input as required. (VAT, PAYE etc.)
- Prepares notes to assist those reviewing your work and identifying unusual or interesting items for discussion with the reviewer.
- Use initiative on suggestions to put forward to client on maintaining records.
- Make full use of the resources and people available to find answers to queries before handing work on to the reviewer.
- Able to work efficiently to a budget and have an awareness of hourly rates.
- Keeping more senior members of staff updated on the stage of completion of work set.

- Ensure feedback is requested from those reviewing your work and proactive in applying action points to future work.

Management accounts

- Completion of draft management accounts and identifying areas of concern for the client.
- Able to follow standard monthly processes, working efficiently and in accordance with instructions from the manager.
- Able to extract, manipulate and represent information making use of various systems in order to assist with the presentation of management figures.
- Reconciles balance sheet figures in line with monthly processes, seeking assistance with problem areas.
- Ability to analyse and understand current systems, spot inefficiencies or weaknesses and identify ways to improve efficiency.
- Ability to interact with clients and obtain information necessary for the drafting of the management accounts.
- Awareness of costs and budgets in production of management accounts.
- Assistance with VAT returns and reconciliation of liabilities.
- Taking responsibility for regular jobs and for finishing work that may come back to you following review or client clarifications.

Audits

- Set up the audit file in the prescribed Wellers format.
- Assistance with substantive audit testing and other audit work as instructed by colleagues. Able to work independently after receiving instruction.
- Ensuring work is completed to the fullest extent, seeking assistance from senior staff as appropriate in order to address problem areas and subsequently draw and sign off on valid conclusions.
- Able to communicate the purpose of specific audit testing with clients.
- Timely completion of write-ups relating to tests carried out.

- Unsupervised attendance at stocktakes.
- Ability to interact with clients and client staff at their premises.
- Ability to work as part of the audit team and provide support to manager/supervisor leading the audit.

Taxation

- Preparation of basic corporation tax returns and associated schedules.
- Understanding add backs and basic principles of disallowed expenditure.
- Awareness of capital allowances in key areas and different rates.
- Preparation of straightforward personal and partnership tax returns.
- Able to identify obvious omissions of information from clients.
- Ability to explain income tax liabilities.
- Drafting correspondence to clients and showing an ability to explain annual income tax liabilities and due dates for payment while understanding the principal of self assessment and on account payments.
- Ability to understand the tax calculation in relation to source documentation, provided by clients.
- Ability to deal with HMRC on the telephone to discuss basic tax matters.
- Ability to prepare vat returns and give guidance on vat chargeable and reclaimable.
- Awareness of vat schemes.

Team participation and communication

Internal

- Taking responsibility for ensuring you are fully briefed on the client and piece of work at the outset.
- Taking responsibility for checking your work plan in advance and discussing any issues with managers as they arise.
- Ensuring you receive feedback on progress and work done.
- Attendance at client management meetings.
- Keeping the appropriate people up to date on exam progress.
- Ability to communicate with all team members in a professional manner.
- Ability to act on own initiative and communicate this to the team.

External

- Discussing basic queries with the client and requesting records or missing information to reduce manager time.
- Competently dealing with HMRC, Companies House and other bodies over the phone on behalf of clients for manager.
- Assisting clients in the absence of a manager/supervisor and where possible, answering or relaying appropriate queries.
- Drafting of correspondence ready to be sent out to clients.
- Dealing with clients on the phone answering basic questions.
- Attendance at client meetings supporting senior staff in preparation before meeting, ensuring all information needed is available in a timely manner.

Development of Wellers and your role

- Understanding of the Wellers Business Oxygen position and promoting this wherever possible.
- Ability to show initiative and take responsibility for allocated tasks.
- Show a desire to be promoted to the next level and starting to show the capability to be able to fulfil some of the senior level responsibilities.
- Ability to develop strong relationships with clients to enhance the service given and provide Business Oxygen.
- Showing an interest in promoting Wellers to potential new recruits and potential clients.
- Recognising and embracing the firms values.

General Requirements of the role

- Displaying energy and enthusiasm for all aspects of the role, a willingness to assist others in any way possible and to take on new challenges.
- Demonstrating commercial awareness and ability to work to a budget.
- Time management – using your calendar and the available software to manage your to-do list and any tasks allocated to you.
- Passing professional exams and obtaining good pass marks.
- Timely completion of training records and objectives as required by your professional body.
- Timely completion of your CCH timesheet to enable managers and partners to consider WIP.
- Being punctual – ready to start work in accordance with the office opening time.
- Meeting the required standards of personal presentation and appearance in order to be able to represent the firm.

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