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## **AAT APPRENTICE ACCOUNTANT**

Preston based MJH Accountants are a rapidly expanding firm of Chartered Accountants and Chartered Tax Advisers. MJH Accountants provide bespoke Accountancy and Taxation services to individuals, sole traders, partnerships, Limited Companies and Charities, locally, nationally and internationally!

At MJH Accountants we pride ourselves on our expertise, professionalism, adaptability and dynamism. Our Managing Director, Mark Hall, is now looking for the right person to complement and enhance our existing team.

We will offer you on the job training and an opportunity for you to hone your skills, which will help you in your future career.

If you are looking for a 3 year AAT apprenticeship, with possible extension for a further 2 years on an ACA Training Contract, and you would like to work for an up and coming company who are going places, then continue reading.

### **3 Year AAT apprenticeship**

Hours:	37.5 per week
Holidays:	21 days + bank holidays
Starting salary:	£10,000 per annum plus bonus scheme and comprehensive benefits package
Pension:	5% employer contribution
Place of work:	MJH Office and at Client's premises when required

### **Job Description**

- To assist with preparation of accounts for all sizes of businesses/charities
- To process weekly/monthly payroll for a variety of businesses
- To prepare VAT returns using the various different scheme available
- To undertake book-keeping work for clients and the firm
- Routine office administration correspondence and duties

If, like us, you are driven to providing excellent customer service with competence and proficiency take a look at the skills that you will require to become part of our team.

**Person Specification:** Key E = Essential; D = Desirable

A Level (or equivalent) qualified	D
5 GCSEs @ Grades 4 - 9 including Grade 6 GCSE or above in Maths and English	E
Computer literacy, including Word, Excel, email and internet	E
The ability to work as part of a team	E
The ability to work with minimum supervision, using own initiative	D
Excellent communication skills	E
Good interpersonal skills	E
Excellent organisational and time management skills	E
Enthusiasm	E
Adaptability	D
Full clean driving licence, with access to a car	D

To take this exciting step forward in your accountancy career, please forward your current C.V. with a covering letter for the attention of **Mark James Hall**, by email to [mark@mjhaccountants.co.uk](mailto:mark@mjhaccountants.co.uk)