



CHARTERED  
CERTIFIED  
ACCOUNTANTS

Day Accountants  
Chartered Certified  
Accountants and Business  
Advisers  
22 Signet Court  
Cambridge  
CB5 8LA

# Trainee Accountant

Day Accountants are a leading local accountancy firm located in Cambridge. We provide a full range of accountancy and business advisory services that help our local and national clients achieve their personal and business goals, with peace of mind.

It is often said that it is the people you work with that make a job special. At Day Accountants, we really believe that's true. Our team of forward-thinking, professional experts create long-term relationships and offer all the flexibility our clients need. By working in partnership, we support our clients and help sharpen their competitive edge, while of course fulfilling all their business and tax needs.

Our Trainee Accountant programme leads to industry and internationally recognised accounting qualifications through the Association of Accounting Technicians (AAT) and then the Association of Certified Chartered Accountants (ACCA) or the ICAEW ACA.

This is an exciting opportunity for a Trainee Accountant to join our team who cover various departments such as accountancy and taxation, bookkeeping, payroll and administration support.

## Transition from student to professional

We've dedicated a lot of time to Day Accountants future, thinking about the direction in which we want to move our business and the individual skills which we need to get us there.

Our training programme has been designed to create highly skilled managers, directors and partners of the future, who are not only technically excellent, but who understand and support our vision and services inside and out.

We firmly believe that excellence comes from creating our own professionals from the start and we have tailored our programme to uphold this.

Our approach to training differs from other smaller sized firms, in that we aim to provide our trainees with an all-round accountancy experience.

## An overview of the role

Upon joining Day Accountants, you will enter into a six month probationary appointment during which you will undertake duties such as preparing basic accounts, under close supervision.

After this period, if both you and the firm are happy that accountancy is the right career choice for you, you will be offered a training contract.

## A little bit of sacrifice...

Gaining your AAT and ACCA qualification while working full-time is not easy. You will be committing yourself to at least five years of college and exams and you'll be on a very steep learning curve.

We'll support you in every way possible – covering the full costs of your training and allowing you the time out to attend college. In return, you need to attend every class and put in the hours of self-study you will need to get you through.

## In return...

You will gain enviable qualifications which will open the door to many opportunities. You will also be rewarded with a competitive salary from day one.

Full study support is provided, including: on-the-job training, professional membership fees paid, exam entry fees paid, exam exemption fees paid, day release to study, professional study and revision courses provided, continual job appraisals and regular feedback and development meetings.

## Person requirements

We are looking for the following attributes:

- Excellent communication skills
- Ability to deal with people

- Effective time and task management skills
- Prepared to work hard both practically and academically
- Self-driven and highly motivated
- Strong attention to detail
- Extremely well presented
- Ability to deal with confidential information in a professional manner

## Qualification

A minimum of 2 A Levels A-C or equivalent (excluding general studies) with a minimum 5 GCSE's (A-C) including Maths and English.

A level or equivalent Maths or Business Studies is preferable but not mandatory.

## Our recruitment process consists of 3 stages:

You must be successful at all three stages:

1. CV/application review
2. A ½ day Assessment Centre which consists of an Interview, numeracy test and verbal reasoning test.
3. Second interview – a 25 minute interview with our Partners.

## What to do next

If this successful and rewarding career is for you then please forward your CV and covering letter to :

[careers@day-accountants.com](mailto:careers@day-accountants.com)

If you require any further information then please contact us at the above email address.