

**Job Title**

Chartered Student trainees

Chavereys is a distinguished firm of Chartered Accountants specializing in farming, landed estates, property and private client work. We are characterized by our quality, reliability and integrity and the rare expertise we have in our chosen sectors. Chavereys has a strong tax and advisory focus however we also undertake audit, corporate finance and restructuring assignments. We have grown significantly over the past 5 years with a new office near Cambridge and in 2010 the firm's Southern Office moved to larger premises in Faversham.

Job role

To provide support to Managers and Partners by carrying out accounts and tax return preparation, including audit procedures where required, in addition to training for a chartered accountancy qualification.

Location

We have a vacancy at both our office in Faversham, Kent and our Haslingfield office, near Cambridge.

Opportunity

The two vacancies offer an excellent opportunity for the right individuals to join a very well respected, dynamic and expanding firm, with excellent prospects. Join as a trainee with the knowledge that you will be encouraged to develop into a key member of the firm.

Suitability

The job is ideally suited to an individual with an affinity and understanding of the farming sector and a desire to be involved in financial and business advice. Full training will be provided in accountancy and tax issues.

Duties and responsibilities

- Annual accounts preparation using data provided by clients
- Preparation of tax returns and tax computations
- Auditing of company accounts when required
- Varied client work as requested by Managers
- To enter for exams and complete coursework for your chosen qualification.
- To keep informed of developments via technical reading, lectures, courses, etc
- Personal development via on the job training
- To undertake a proportion of 'office admin' tasks as directed

Abilities

- Planning and organisation – the ability to prioritise and to be a well organised individual.
- Working to budgets – to be completely mindful of a budget and responsible for adhering to it.
- Team working – the ability to work as part of a team.
- Initiative – to make proactive suggestions to provide the client with a premium service.
- Following instructions – the ability to follow and understand technical commands and adhere to policies.
- Presentation – to produce work to a professional standard at all times.
- Attention to detail – essential to produce accurate information.
- Flexibility – to adapt to change and work effectively in a variety of situations.
- Analytical thinking – to be able to simplify complex problems or processes and evaluate them.
- Confidentiality – to understand the need for confidentiality when dealing with a range of clients.
- Communication – ability to represent the firm in a clear and professional manner at all times.
- IT skills – must be competent in Microsoft Office. Accounting software knowledge would be an advantage but full training will be provided.

Qualifications

Our standard minimum criteria is 3 grade B A-levels (300 UCAS points) plus a 2.1 degree – or equivalent. Qualifications are just one of the measures used to gauge exam success. Our qualification guidelines are flexible and we recognise that some students develop later than others. Where everything seems to fit but there is academic uncertainty, psychometric testing may be used to assess your ability to pass the exams.

To apply

Interested applicants are encouraged to view our website at www.chavereys.co.uk. You can download an application form from our recruitment page or request one via email from admin@chavereys.co.uk or by writing to Chavereys, Mall House, The Mall, Faversham, Kent, ME13 8JL.
No blanket CVs please, application forms only.