

## **Audit & Accounts Trainee, Brighton, Full Time**

*Hartley Fowler, Brighton, are delighted to open the application process for their training contract, 2021.*

Here at Hartley Fowler, we are an accountancy firm offering a full range of services to our diverse portfolio of clients. We are looking for an ambitious trainee to join our friendly and hardworking team this summer. We are passionate about professional development: growing our skills, making the most of new technology and learning new ideas, and offer a friendly and supportive working environment.

For the role of Audit & Accounts Trainee, the successful candidate will be looking to begin or continue their training towards a successful career in accountancy. Hartley Fowler will support the trainee throughout their exams, with their studies, and by offering amazing on the job experience.

This role will work under the guidance of our audit & accounts managers, to become a fully qualified accountant and member of the ICAEW.

**Full training will be delivered, and as such, the successful candidate will have the following areas of responsibility:**

- Preparing Statutory Financial Statements
- Undertaking audit work
- Working with colleagues to ensure audits are completed on time and within the agreed budget
- Representing Hartley Fowler to high standard when working with clients
- Undertaking the preparation of accounts for incorporated businesses for review by managers and partners.
- Completion and submission of timesheets within set deadlines

### **Ideal candidate profile:**

- Excellent communication skills with clients and team
- Business focused and motivated
- Proven track record of problem solving and learning new tasks quickly
- Highly organised with a drive to complete tasks
- Good knowledge of EXCEL
- Able to work under pressure and use initiative
- Professional demeanour with clients
- Enthusiastic team player within the office

**Previous experience in the following areas is desirable, but not essential:**

- Use of accountancy softwares: IRIS, SAGE, EXCEL, QUICKBOOKS, XERO
- Preparation of company accounts

- Completion of audit work

**Job Location & Working Arrangements:**

This is a full time training contract, based in our Brighton office, where the successful candidate will be expected to be office based whilst working, if covid restrictions permit. At Hartley Fowler we have been following all relevant Covid-19 guidance. When allowed, all our trainee roles are office based, to ensure a high level of support and input from other colleagues. This role will also be expected to attend client offices from time to time. Study leave, to prepare for exams and assessments will be college and home based.

*Hartley Fowler is a great place to work. In return for your skills, knowledge, efforts and achievements, you will be rewarded with a competitive basic salary, company pension scheme, plus other benefits including:*

- A generous holiday allowance which increases with length of service,
- Study and training costs covered to support your ongoing development
- Study leave for those taking exams
- Membership fees paid for the professional bodies ACCA, ACA, AAT, CTA
- Bonuses for passing exams
- Commission for new clients brought in independently
- Summer & Christmas events

This is a great opportunity for an ambitious person to begin their accountancy career, in a successful and growing team in the heart of Brighton.

To apply please email your CV and contact details to [recruitment@hartleyfowler.com](mailto:recruitment@hartleyfowler.com)  
Direct applications only please.