

Job Description

Job Title: L3 AAT Apprentice Accountant
Employer: LK & Associates Limited
Type of Employment: Apprenticeship
Location: Office-based - 2A High Street, Thames Ditton, KT7 0RY

Practice Summary:

LK & Associates Limited is a small but rapidly expanding practice with an excellent reputation for client care and commercial insight, based in Thames Ditton, Surrey. The practice provides a range of accountancy, tax, and financial consulting services to a diverse client base ranging from individuals, sole traders, partnerships, and small limited companies, with a focus on growth businesses and entrepreneurs. The LK & Associates team is a dedicated and supportive working and training environment. You can expect to work on an interesting array of growing businesses from a wide range of sectors.

Purpose of the role:

Are you looking to build a long-term career in Accountancy? Then look no further! Start your career today with a level 3 apprenticeship with CT Skills. You will be gaining valuable workplace experience whilst working towards the AAT Level 3 qualification.

Principal duties:

The Apprentice Accountant role will include some or all the following:

- Preparation and/or assistance with submission of company accounts
- Assisting with the preparation of clients' business corporation tax computations and returns
- Assisting with the preparation of data for clients' management accounts and reports, including profit and loss account and balance sheet reporting
- Preparation of VAT returns
- Clients' bookkeeping, including posting of transactions, bank reconciliations and ledger reconciliations using Xero
- Providing day to day support to clients on finance matters by telephone and email
- Assisting other departments in the business when needed

Role Requirements:

- GCSE – English and Maths (Level 5 or above)
- Computer literate
- Ability to use Microsoft Office, Word, Excel etc
- Excellent numeracy and literacy skills
- Excellent communication and interpersonal skills
- Excellent written and spoken English skills
- Excellent attention to detail
- Good time management and organisational skills
- Ability to work in an organised and methodical manner and is motivated, hardworking and reliable

To apply please email enquiries@lkassociates.co.uk.