



Accountant Trainee Job Description

Ammu, is a team of Chartered Accountants and Chartered Management Accountants with a unique perspective on business.

Our cutting edge online cloud software is at the centre of what we do across our diverse range of services. We work with growing and established businesses across the West of Scotland. We help businesses understand the reality of where their business is now to gain perspective and find new opportunity.

If you are a recent graduate in accountancy looking for an opportunity to gain experience and develop your skills within a supportive and growing practice then we'd love you to join our team.

The trainee accountant position

The position is for a **trainee accountant** working with the accounts department in the preparation and submission of limited company Annual Accounts. Also you will support the taxation department through the preparation and submission of Corporation Tax Returns, the preparation and submission of Self-Assessment Tax Returns, the preparation and submission of Research and Development Tax Credit claims and other ad hoc duties as required by the business.

We are looking for a person who is self-motivated, with good organisational skills and can confidently work in a fast-paced environment and meet tight deadlines. We are looking for a confident communicator, able to communicate effectively with colleagues at all levels within the business and our clients.

You will be responsible for day-to-day administration and processing of accounts, managing deadlines and working within a compliance and regulated sector.

further training

We will support you through further training with the opportunity to become a Certified Xero Adviser. There will also be the opportunity to be supported through professional qualifications with accountancy professional bodies - either Institute of Chartered Accountants (ICAS) or Chartered Institute of Management Accountants (CIMA).

Ammu offices are located in Glasgow and Ayr and we are strong supporters of flexible working practices and have the systems in place to support working remotely.

Objectives of this Role

- support ammu's accounts department to deliver a high-quality service that is aligned to ammu's overall accounting practice strategy
- efficiently use accounting software for the preparing and submitting company Annual Accounts
- support the taxation department through the preparation and submission of Corporation Tax Returns
- the preparation and submission of Research and Development Tax Credit claims
- help the team with adhoc duties to support the overall smooth running of ammu

Experience & Requirements

- Office experience is an advantage but not essential
- Aware of good accounting and regulatory practice
- Experience of working within a client centred environment where client satisfaction is paramount
- working knowledge of accounting software
- Excellent numeracy skills
- Excellent computer skills, with an expertise in excel and word
- Strong attention to detail and focus on accuracy
- Excellent time management and focus on meeting strict deadlines
- Working knowledge of Microsoft Teams and SharePoint (an advantage)
- Demonstrate strong team working skills

Further Information

- The role is 28 hours per week (ammu is a 4 day week culture)
- Ammu values are in play in every part of our day
- Genuinely excel in an open, flexible, caring environment

Extensive Employee Care Package

- Living wage, benefits & pension
- MacBook Pro/Air
- other benefits
- Flexible working
- Private medical insurance
- Excellent extendable and adaptable holiday plan

How to apply

Please send your **CV** and a covering **letter or video** to Jane Grant at jane@ammu.uk