



Graduate Accountant Job Description

LOCATION: Glasgow/Ayr

REPORTS TO: Jamie McLachlan

Formed in 2020 by Chartered Accountant Simon Murrison and Jane Grant a Chartered Management Accountant, Ammu is a professional team of accounting, management information and tax specialists with a commercial perspective on business.

Jane Grant has over 25 years' experience in national and international accounting, taxation, and specialist business advisory services. Jane set up her own successful company AMAS, and is one of only 6 Scottish accountants, voted by clients, to be listed in the Times Top 200 accountants.

Simon qualified as a Chartered Accountant in 1997 and built up his experience helping small and medium sized, owner managed businesses to prosper.

The Graduate Accountant Role

As a graduate accountant you will be supporting the Management Accounting department and the R&D Tax Credit department. You will learn essential business and professional skills in a fast-paced environment.

A full induction and training programme will be provided, covering any gaps in the knowledge which is needed to work effectively and efficiently through professional online training providers specific to the accountancy sector.

You will become a Certified Xero Adviser and App Stack specialist. There will be the additional opportunity to be supported through professional qualifications with accountancy professional body CIMA - Chartered Institute of Management Accountants.

Objectives of this Role

- to provide support to the Management Accounting department in the preparation of real-time management information for key clients and submission of limited company Annual Accounts
- to support the R&D Tax Credit department in the preparation and submission of Corporation Tax Returns, and completion of R&D tax credit applications and other ad hoc duties as required by the business.



Essential Requirements:

- be a 3rd or 4th year accounting graduate or HND in accountancy which will provide the necessary key base skills for the role
- be a self-starter, self-motivated
- have good organisation skills
- be a confident communicator (good written and verbal skills), being able to communicate effectively with colleagues at all levels within the business and our clients.

Further Information

- Travel may be required to client sites
- ammu values are in play in every part of our day
- Genuinely excel in an open, flexible, caring environment

Extensive Employee Care Package

- Wonderful salary
- Pension
- MacBook Pro/Air
- Mobile phone & other benefits
- Flexible working
- Private medical insurance
- Excellent extendable and adaptable holiday plan
- Hybrid/Flexible working

How to apply

Please send your **CV** and **there is an option to include a short introductory video** to Jamie McLachlan at **Jamie@ammu.uk**.

Closing date is on Friday the 18th of March 2022.