



Tax and Payroll Graduate - Job Description

LOCATION: Glasgow/Ayr

REPORTS TO: Emily Wilson

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

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 Taxation, Payroll and Financial Accounting teams. 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.

There will be the additional opportunity to be supported through professional qualifications with accountancy professional bodies.

Objectives of this Role.

- To support the taxation and payroll department in the administration, preparation and submission of tax returns, Payroll, pension and other ad hoc duties as required by the business.
- To support financial accounting team.

Essential Requirements:



- Min, HND or BA 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 Jane Grant at **Jane@ammu.uk**.

Closing date is 5pm on Thursday the 6th of April 2023.