



Junior Accountants Recruitment Pack

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Megan Yapp

Operations Director

Dear future accountant,

Thank you for your interest in our Junior Accountant Training Programme.

Over the next 12 months, we're hoping to find and train the next generation of accountants to support small businesses throughout the UK!

We're planning to create 30 exciting new roles in our Wirral Office and we'd love to have you onboard.

With that in mind, lets get started!

The Junior Accountant role

The Accountancy Partnership is a fast-paced, forward-thinking accountancy practice, so by joining us as a Junior Accountant, you'll gain experience in every aspect of accounting and receive first-hand training from our team of Accounts Seniors.

Unlike other accountancy practices across the country, here you'll be in contact directly with your own portfolio of clients.

This means you will get to build meaningful long-term relationships, and see the direct impact of all your hard work.

Meet Harriet & Lauren, they will both be mentoring you in your new accounting journey!



Harriet Parry
Head of Accounts



Lauren Harvey
Accounts Manager

What we're looking for...

- ✓ A keen interest in joining the world of accounting
- ✓ Further education or previous work experience

So, whether you've just achieved your first college qualification, graduated from university, or want a change of career - this could be the perfect opportunity for you!

The training programme

This unique training programme takes **12 months to complete** and is broken down into 4 sections:



Knowledge

- Develop practical knowledge and learn how to prepare accounts, tax returns, and VAT returns.
- Learn technical knowledge beyond the industry standard for Junior Accountants



Practical

- Hands-on experience whilst you train, ranging from calling HMRC to completing accounts and taxes.
- Real-life experience speaking with clients and building relationships
- Develop practical skills working in a thriving, busy office environment



Support

- 1-1 mentoring support from experienced and approachable accountantsPeer support from fellow junior trainees and the rest of the team
- Starting your journey with other like-minded Junior Accountants
- Gain confidence and learn how to work independently



Progression

- A clear pathway from Junior to Semi-Senior and then Senior accountant
- The chance to progress to a generous bonus scheme
- Opportunity to become a training mentor to new trainees
- Progress at a rate which suits you



Entry Requirements

Competent ICT skills



Strong communication skills



Willingness to learn and adapt



Highly ambitious and motivated



Support

Don't worry, you won't be taking your first steps in the accounting world alone. You'll be recruited and trained in teams. Meaning you'll be able to learn, grow and excel with your peers.

You'll participate in group training sessions delivered by one of our in-house senior accountants, gaining experience with multiple types of software, and be given regular updates to help you progress through the Junior Accountant Programme.

But don't just take our word for it!



Here's what Dylan (who has been through the programme) gained from this unique opportunity!



Dylan Morgan
Accounts Semi-Senior

The training scheme is quite easy to follow and to progress through, having to meet certain criteria each level to progress to the next. The more experienced I become, the harder and bigger the bookkeeping jobs I got, as well as starting to complete basic VAT returns – which was great for my experience.

As I progressed through the levels, the new clients and accounts I got were increasingly more technical and at a higher level of turnover – I was also promoted to an 'Accounts Semi-Senior'.

Throughout this process, I received constant support from my training mentor – the help was always there if and when I needed it!

Overall, I would recommend this scheme and opportunity to anyone considering a career in accountancy as the level of training is great and experience to be gained is massive.

The benefits of working for us



Free catered lunches



On-site gym



Quarterly staff events



Your birthday off



Smoothie days



Mental health support



Clear progression pathway

The natural route of progression from Accounts Junior would be to progress onto becoming an Accounts Semi-Senior, and then finally an Accounts Senior.

There is no standard time frame for individual progression. Whilst you'll complete your training programme as part of a team, you're free to progress at your own pace.



Accounting qualification costs covered

We believe that training our employees is an investment in the future of our business, so as part of your development, we'll cover the cost for all of your accounting qualifications.

We're registered ACCA and AAT employers and will support you with whatever qualification or career path you choose to follow. You'll be given extra leave to cover each exam day, as well as one additional day to prepare.



Generous bonus scheme

As you grow into more senior roles, not only will your salary increase, but you'll also join our unique bonus scheme.

You'll also be rewarded for taking on extra responsibilities, such as helping train any new Accounts Juniors.



See what our current junior accountants think



Charlotte Hughes

Accounts Junior

What I was doing before was completely different. I was a home carer, doing palliative care.

At the minute I'm doing bookkeeping alongside my training, and I'm also studying towards my AAT Level 2.



Kevin Markham

Accounts Junior

This is quite different from my previous career. I was in the Royal Air Force for 22 years, specialising in logistics.

I've been working through the Junior Accountant training programme alongside my mentor Dean, one of the Senior Accountants here at TAP. He's a great guy.



Ben Warren

Accounts Junior

Previously I was a chef. Working long days and never seeing anyone was getting to be too much though.

I like the pace and the environment at TAP. I've been visiting the work gym at lunch, and I can bring my dog to work with me. It's great!

How to start your accounting journey



If you think you're a good fit for this role please submit a copy of your CV cover letter via the link below:

Start my journey

If you have any questions or would like some more info about this role, then please call us on: 020 3355 4047.

