

## Digital Accounting Apprentice – AAT Certification

Haleys Business Advisers have an exciting opportunity for a dynamic and enthusiastic digital accounting apprentice, who is keen to learn and develop within our growing accounting department.

Haleys is a firm of chartered accountants and business advisers who employ passionate professionals, delivering accounting, commercial and taxation services to help business owners succeed.

Working in our modern office, alongside our senior client manager with a wealth of experience to learn from, your diverse and interesting role will include:

- preparation of regular bookkeeping for a variety of clients using the latest online cloud-based software packages – which will include the processing of invoices and transactions, bank reconciliations and contact with clients in relation to queries
- maintenance of purchase and sales ledgers
- preparation of monthly and quarterly VAT returns
- assisting the accounts team with analysis work
- preparation of management accounts to manager review stage
- preparation of year end statutory accounts to a manager review stage
- assistance with reception and business support

As part of the apprenticeship, you will have a work placed training plan and fully funded day release to study AAT.

This is an excellent opportunity to develop a full-time career with the potential to progress onto a further professional qualification.

We look forward to hearing from you if you are interested in the above role and have the following skills, qualities and qualifications:

- have good IT skills, in particular proficient in Microsoft office
- are confident, quick to learn, have keen attention to detail and highly motivated
- have GCSEs in English Language, Maths and IT (grade 6/B or above)

Please send your CV and personal statement to: [info@haleysba.co.uk](mailto:info@haleysba.co.uk)  
No agencies please.

