

Job Title:	Industrial Placement - Trainee Management Accountant	Reporting to:	Alison Eastwood
Company:	CBSL Accounting	Location:	Shrewsbury

Role Overview

The role is to support the management accountant to deliver the highest level of accountancy services to a large number of diverse clients. Adding value to client organisations, improving their performance and profits by providing astute management accounting and interpretation.

Key Responsibilities

To support the management accountant who is responsible for:

Service Delivery

- Acting as outsourced management accountant, preparing monthly management accounts, to clients' deadlines and investigating variances;
- Delivery of compliance accounting services to include:-
 - Preparation of statutory financial statements for private limited companies;
 - Deal with client queries at all levels;
 - Presenting accounts to client directors;
 - Corporate and personal tax services; and,
 - Advise clients on accounting and legislative issues.
- Revenue and Customs compliance work inc. VAT return preparation and payroll preparation; and

Administration and Support

- Ad-hoc work arising from client and internal questions/queries; and,
- Carrying out Company Secretarial duties for variety of clients.

Client Relationship Management

- Ensuring that all work is completed to the highest standard and meets the clients requirements; and,
- Developing strong and friendly working relationships.

The successful candidate must have a flexible approach and be happy to support other areas of the group where required.

Qualifications & Experience

- Studying towards a degree in Accounting or Finance.
- High Levels of numeracy and literacy.
- Ideally experience of working within an office environment.
- Driving Licence and own transport.

Information Technology Skills

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Microsoft Office | <input checked="" type="checkbox"/> Microsoft Power Point | <input checked="" type="checkbox"/> Sage |
| <input checked="" type="checkbox"/> Microsoft Word | <input checked="" type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Microsoft Excel | <input checked="" type="checkbox"/> Internet | <input type="checkbox"/> |

Behaviours & Competencies

- | | |
|---|--|
| <input checked="" type="checkbox"/> Attention to Detail / Quality | <input checked="" type="checkbox"/> Personal Development |
| <input checked="" type="checkbox"/> Decision Making | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Drive for Results | <input checked="" type="checkbox"/> Reliability |
| <input checked="" type="checkbox"/> Effectiveness & Efficiency | <input checked="" type="checkbox"/> Time Management / Organisation |
| <input checked="" type="checkbox"/> Flexibility / Adaptability | <input checked="" type="checkbox"/> Written Communication |
| <input checked="" type="checkbox"/> Initiative / Proactivity | <input checked="" type="checkbox"/> Verbal Communication |

CBSL Group

CBSL Group is a multi disciplinary professional firm offering a diverse range of consultancy and accountancy solutions. We operate throughout the UK as well as having numerous overseas clients with interests in the UK.

Whilst incorporating a firm of Chartered Accountants, offering audit, taxation and financial reporting services the solutions provided by the group also include:

- 🌀 **Profit improvement.** Either addressing complete business performance or focusing on certain business areas such as pricing, sales or operations.
- 🌀 **Strategy.** Helping organisations with the development and implementation of a clear strategic plan.
- 🌀 **Financial information.** Whether requirements are for periodic management accountancy or whether a fully outsourced accounts department and financial director is required, we have the solution for all organisations.
- 🌀 **People.** An HR consultancy focusing on interview solutions and team evaluation. To facilitate independence, the company is not a recruitment agency.
- 🌀 **Telemarketing.** Offering lead generation and profiling solutions to assist clients in creating profitable sales growth. The services are exclusively B2B.

CBSL Group is a dynamic and high growth group that requires high standards from all of its team members. To this end personal development opportunities will be made available to ensure that CBSL is capable through its people of delivering the very highest standards to our clients.