



Role: AAT Student Accountant
Department: Corporate Services Group
Vacancy Location: Leatherhead
Contract Length: Permanent
Contract Type: Full Time

Your Opportunity and Role

Rawlinson & Hunter LLP ("R&H") is recruiting for an AAT Student Accountant, in the Corporate Services Department.

The Corporate Services Department of R&H provides a range of services including management accounting services, audits, payroll services and company secretarial support to a wide range of clients. This includes providing management and financial reporting services and often encompasses a full outsourcing of the client's accounting operation. The clients are of a quality and diversity that you would expect from an international practice based in central London.

As a Student Accountant your day to day work will encompass:

- Coding and inputting of invoices onto Xero, Sage, Infor10 (Sun accounts) and other accounting packages as applicable
- Organising approval of purchase ledger entries
- Processing payments via BACS or cheque
- Writing cheques and organising signatures with the partners
- Updating cash books
- Bank reconciliations
- Preparation of VAT returns
- Uploading information onto client intranet sites
- Filing and archiving
- Ad hoc data input

Study Support

The Firm will provide financial support for the successful candidate to study the AAT qualification, along with some days of paid study leave for exam preparation.

Upon successful completion of the AAT qualification (which usually takes 18 months to 2 years), the Firm will generally consider supporting the individual in studying for either the ACCA or ACA qualification. We believe that the purpose of our programme is to build our future managers and partners and the majority of our students will remain with Rawlinson & Hunter to continue their career beyond qualification. This may involve:

- Continuing along the Business Services career route
- Transferring to work in one of our other business areas (in the past our students have successfully transferred to corporate tax, private client tax and trust and wealth services) which will usually involve studying for a secondary qualification

- Seconding or transferring to one of our international offices; in the past students have seconded or transferred to Bermuda and Australia)

Requirements

The successful candidate will be able to demonstrate the following skills, experience and attributes:

- minimum GCSE grade 6 in Maths and English
- have a genuine interest in developing an accounting career
- be well organised and able to juggle different priorities
- be computer literate
- be able to work effectively in a team
- have the confidence to engage with partners, clients and staff
- have the desire to always produce work of the highest quality
- demonstrate an excellent customer service ethic
- be academically capable of passing examinations

About our Firm

We are an international firm of Chartered Accountants with sixteen partners and circa 250 staff in the UK. We specialise in personal and corporate taxation and financial advice to international groups and private individuals from three offices in London and Leatherhead. Our Firm was established over 80 years ago and ranks amongst the top thirty practices in the UK; we are the largest firm of Chartered Tax Advisers in the UK.

In addition to the UK offices, we have ten overseas offices employing in excess of 400 staff which have developed from the substantial amount of international work in which the Firm is involved.

We are an equal opportunity's employer and pride ourselves on our increasing diversity of our workforce. We believe in the best person for the job.

For more information on the firm, visit our website, www.rawlinson-hunter.com