



Job Specification

Graduate/Trainees – Business Services team

Wright Vigar is committed to developing local talent and the professional advisors of the future – you could be one of them!

During your training you will have the opportunity to learn from a knowledgeable and supportive team – working on accounts preparation and audit assignments, whilst commencing your professional qualifications.

These are great opportunities with a company that puts you and your career first!

General Responsibilities (as training progresses) will include

- Preparation of accounts for sole traders, partnerships and small limited companies
- Preparation of business tax computations and associated schedules
- Assisting seniors / managers on audit assignments - both in and out of the office
- Assisting with bookkeeping and VAT returns for clients
- General office duties throughout the firm to ensure our clients are serviced to a high standard

Skills and Qualities required

- Minimum 8 GCSE grades 9-5 (A-C); with 6 (B) or above in Maths and English Language – or equivalent
- A levels grades A-C where appropriate
- A recent (2:1 minimum) graduate or undergraduate with a predicted 2:1 minimum
- IT proficient

Personal Skills

- Motivated and committed to provide an excellent service, both to clients and to fellow team members
- Eager to learn and succeed
- “Can do” attitude
- A great team player

- Excellent communication skills

Working Conditions & Package

- Competitive salary
- Full study support
- Full time role
- 23 days holiday per annum + bank holidays
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme *
- Death in Service benefit
- Annual leave trading scheme

*Upon successful completion of probationary period

To apply email your CV and covering letter telling us why you would be an ideal candidate for one of our 2022 graduate roles at Wright Vigar to John Richmond (HR Manager):

graduates@wrightvigar.co.uk

Please quote reference WV22/GRAD(ACC)

By sending an application/CV to Wright Vigar, whether for a specific role or speculatively, you acknowledge you are providing some personal details which we will keep for a period of no more than 12 months, unless you become an employee of the Company.