



## **Job Specification**

### **Traineeships 2023**

#### **Across our offices**

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

We have opportunities in both our Accounts/Audit and Taxation teams. During your training you will have the opportunity to learn from a knowledgeable and supportive team – working on accounts preparation, audit assignments and preparation of tax returns, 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 (dependant on role)**

- Preparation of accounts for sole traders, partnerships and small limited companies
- Preparation of business tax computations and associated schedules
- Preparation of personal tax returns and computations
- Assisting seniors / managers on audit assignments - both in and out of the office
- Assisting with bookkeeping and VAT returns for clients
- Supporting all other professionals on a variety of tasks where you gain wide ranging experience
- General office duties throughout the firm to ensure our clients are serviced to a high standard

#### **Skills and Qualities required (we will consider school leavers, graduates and those looking to retrain!)**

- 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
- You may be at graduate level - 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
- Flexible working conditions once training develops

\*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 2023 traineeship roles at Wright Vigar to John Richmond (HR Manager):**

**[trainees@wrightvigar.co.uk](mailto:trainees@wrightvigar.co.uk)**

**Please quote reference WV23/TRAINEE**

*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.*