

Fairhurst is an independent practice of chartered accountants and tax advisers based in Wigan, Lancashire. Our professional excellence and commitment to our clients has firmly established Fairhurst as one of the leading independent practices in the Northwest. We have successfully acted for many owner-managed businesses for over 80 years as accountants, auditors, tax specialists and trusted advisors, our clients ranging from SME's to large international groups and listed entities

Job description: We have an exciting opportunity for an **Accounts Apprentice** to join our practice.

Working as part of our accounts team, the successful candidate will study towards achieving **Associate Chartered Accountant (ACA)** qualifications. This opportunity is for a full-time permanent role, working 37.5 hours per week (Monday-Friday). The candidate will be working with the Accounts Manager and members of the accounts team to provide compliance and advisory services to a wide range of clients.

Key responsibilities will include:

- Working across various disciplines to gain a broad range of accounting experience
- Assisting in the preparation of financial and management accounts for sole traders, partnerships and limited companies
- Using Excel spreadsheets to present and analyse key information
- Processing client records using Xero, Sage, AutoEntry and other accountancy software
- Ensuring client files are organised and up to date
- Assisting with VAT returns, journal postings, bank reconciliations, P11D and other ad hoc tasks

Key skills & experience:

- Minimum of [grade 4/C GCSE (or equivalent) in English Language and Maths, and to have completed three A-levels/Five Highers (or equivalent).]
- Excellent attention to detail
- Microsoft Word, Excel and PowerPoint skills
- Proactive approach.
- Must be able to think clearly, deliver quickly and accurately
- Inquisitive nature and an aptitude for problem-solving
- Persistent, resourceful, self-motivated and able to work to deadlines
- Desire to learn and succeed in the opportunity given by the role
- Ability to build effective working relationships – internal and external
- Full study support including 1 day per week for tuition, training and coursework