



L CHARLES ACCOUNTING

**Job Title:** Apprentice Accountant  
**Reporting to:** Senior Accountant

**Start date:** 31/01/2020

**Annual wage:** £7,362.23

**Expected duration:** 18 months

**Application closing date:** 21/01/2022

**Working week:** Part-time 21 hours

**Positions:** 2

L Charles Accounting Limited, is a digital accounting and business advisory practice, for the growing and scaling business. We keenly promote economic empowerment, by giving the community-based entrepreneur access to our team of tax and business advisory experts. As outsourced accountants we work alongside business owners to unlock the value in their business.

Located in Birmingham, we have ambitions to rapidly expand our services to growing numbers of business owners across the UK helping them improve their profit, obtain tax efficiency, save time, and keep them compliant. To support our growth strategy, we are seeking to recruit an Apprentice Accountant to join our close-knit friendly team within a privately-owned business. An apprenticeship with L Charles Accounting offers you the opportunity to gain hands on experience, whilst working towards your professional qualification. Our mission is to "help communities succeed", so if you are looking to kick start a career in accounting and finance, then this is the role for you.

#### **Duties and Responsibilities:**

We are searching for an ambitious trainee who is an excellent multi-tasked individual with exceptional communication and time management skills - the Apprentice Accountant can expect to support the accounting team with the following:

- General admin duties including reception duties, filing of paperwork, post, emails and answering calls
- Assisting in the preparation of accounts
- Using computerised accounting systems
- Dealing with basic bookkeeping
- Processing and paying invoices
- Recording receipts and payments
- Preparing and checking ledger balances and other monthly and yearly accounts
- Using various support systems to prepare reports
- Ensuring all documents are filed in a timely and responsible manner adhering to the organisations policies and produces
- Liaising with colleagues & clients to support where required

**If you are interested in this role, please send  
your covering letter and cv to us at  
rhian@lcharlesaccounting.com**



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## Qualification and Skills

Successful candidates must have GCSE or equivalent Maths & English (Grade 5-9) desired. Essential other must be currently studying an Accounting related degree. Candidate should have excellent communication/ IT skills, attention to detail, reliable, punctual and knowledge of Excel and Microsoft office.

Candidate will be expected to work with cloud-based accounting applications for which training will be provided.

## Apprenticeship Training

As part of your apprenticeship with L Charles Accounting, we will be providing you with access to a recognised accounting technician course.

This is a **Level 4 qualification** which is equivalent to Higher National Certificate (HNC). This course will teach you the key fundamentals in accounting and bookkeeping that can lead to opportunities in private practice, in industry or with HMRC. We will allocate one day a week in the office to dedicate to completing your training.

## What is the expected career progression after this apprenticeship?

1. Permanent positions available for suitable candidates
2. You will be suitable for Level 4 Bookkeeper or Accountant roles

If you are interested in this role, please send your covering letter and cv to us at [rhian@lcharlesaccounting.com](mailto:rhian@lcharlesaccounting.com)