

JOB SPECIFICATION:

Trainee Accounts Technician



Name:		Effective from:	Summer 2026
Department:	General Practice		
Job Title:	Trainee Accounts Technician - Apprenticeship		
Reports To:			
Hours / Days:	9.00 a.m. - 5.30 p.m.	Monday - Friday	37.5 hours
Job Summary:	Responsible for undertaking high quality accounts preparation services for a range of business clients, including sole traders, partnerships and limited companies.		

Key Activities:

1. Client Accounts

- Setting up new accounts file and listing books received, noting any missing information.
- Processing client records and information to draft accounts stage.
- Completing reconciliations across all file sections and cross referencing schedules.
- Completing administration paperwork and self-review of own work before handing over to managers.
- Drafting client emails requesting further information.
- Processing transactions using Cloud software (Xero/Quickbooks/sage etc)

2. VAT, Bookkeeping & Management Accounts

- Processing client records to draft VAT return.
- Requesting client records and information and drafting emails sending final returns to clients.
- Communicate with client when VAT return is complete and submit to HMRC.
- Preparing the clients' bookkeeping to produce regular management accounts.

3. Tax Compliance

- Preparation of working papers to support self-assessment tax returns including preparing schedules of property income.
- Completion of administrative procedures including checklists on completion.
- Involvement in the Making Tax Digital for Income Tax initiative in the office by preparing and consolidating information for quarterly updates to HMRC.

4. Company Secretarial

- Working as part of team to assist in the preparation of Confirmation Statements.
- Sending forms to managers and Partners for their review before sending to client.
- Responsible for making sure forms are prepared and filed in a timely manner.
- Assisting with simple forms which require filing with Companies House.

5. General

- Undertake general administration tasks.
- Effectively communicate with colleagues within the organisation to promote teamwork across the group and assist in the development of internal relationships.
- Identify and meet personal job-related training as required. This will include the AAT qualification under the Apprenticeship scheme.
- Provide assistance in terms of general and specific support to Partners and managers as required.
- Undertake other reasonable work activities as determined by the Partners and managers.
- Undertake appropriate training to ensure CPD criteria is met.