

## L3 Accounts Assistant Apprenticeship (AAT)

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Company: David Allen

Location: Dumfries

Category: other-general

**Job Type**At David Allen Accountants, we are incredibly passionate about people, and are committed to helping our staff progress in their career journey. As such, we are currently looking for candidates to undertake a L3 Assistant Account Apprenticeship with the firm. This is an excellent opportunity for any budding accountant to take the first step of their career journey, learning fundamental accountancy skills in a workplace as well as college environment. Aims and purpose of the jobTo assist and work as part of the Limited/Traders department by ensuring accurate and efficient work is carried out at all times. Duties to Include To prepare and submit accounts, VAT returns and any relevant documents, ensuring all work produced is accurate, to the highest standard and in accordance with relevant legislation.To aim to carry out all work efficiently.To ensure that client data, information and records are secure at all times.To maintain and update computer records in a timely and accurate manner.To carry out all work with a four week turn around period or sooner subject to operational needs.To take full responsibility for all work and tasks assigned to you.To plan, manage and prioritise your own workflow, budgets, and productivity to ensure targets and deadlines are met.To ensure there is clear communication with your line manager and other team members on work being carried out.To assist your line manager to identify ways to improve and develop departmental systems and the client experience.To deal with all communications in a timely manner and ensure they are of a high professional standard using David Allen brand guidelines and templates.To maintain your own professional and technical knowledge by attending technical workshops and further training, reviewing professional publications, establishing personal networks, benchmarking state of the art practices,

participating in professional societies and business networking meetings. To ensure your studies are up to date and that you pass any assessments at first attempt. To manage and meet the requirements of your apprenticeship standard within the relevant timescale. In return for dedication and hard work we offer the following company benefits Working for #TeamDA also brings with it lots of perks, from flexible working to help you manage your other priorities, to free financial advice and a great salary and package, as well as lots of opportunities to grow, develop and progress. Great vision without great people is irrelevant, and our people really are the best. The best at what they do and the best at how they do it. And the great thing is, they keep striving to be even better! Our people, their skills and ambitions are as important to us as are our clients. We can't deliver a great service without great people after all.

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