

Job Title: Accounting Apprentice

Location: Brentwood, Essex

Company: Moulton Johnson Ltd

Company Overview:

Moulton Johnson Ltd is a well-established and reputable accounting firm with a rich history of providing accounting solutions to businesses and individuals alike. Our commitment to excellence, integrity, and client satisfaction has made us a trusted partner to our clients.

With a strong presence in the industry, Moulton Johnson Ltd is recognised for its dedication to delivering comprehensive accounting services tailored to our clients' unique needs. We pride ourselves on our ability to navigate complex financial landscapes, ensuring that our clients meet their financial goals and obligations efficiently.

Job Summary:

As an Accounting Apprentice at Moulton Johnson Ltd, you'll have the unique opportunity to kickstart your career in accounting within our long-established firm. This apprenticeship is thoughtfully designed to provide you with hands-on experience and professional development while working towards a recognized accounting qualification. Join our dynamic team and contribute to our commitment to excellence in accounting services.

Key Responsibilities:

- **Assist with Financial Recordkeeping:** Collaborate with our experienced accountants to input and maintain accurate financial data using state-of-the-art accounting software.
- **Bank Reconciliation:** Learn to reconcile bank statements and verify financial transactions under the guidance of our experienced professionals.
- **Invoice Processing:** Play an integral role in handling invoices, processing payments, and maintaining meticulous records of accounts payable and receivable.
- **Expense Management:** Contribute to our efforts in monitoring and controlling company expenses, including managing expense claims.
- **Payroll:** Assist in payroll processing, including calculating employee wages, deductions, and ensuring timely and accurate payroll runs.

- **VAT Returns:** Gain expertise in preparing and submitting Value Added Tax (VAT) returns, ensuring compliance with HMRC regulations and best practices.
- **General Administrative Tasks:** Support our team by completing various administrative tasks related to accounting firm.

Other Responsibilities:

- **Financial Reporting:** Assist in the preparation of comprehensive financial reports, including profit and loss statements and balance sheets.
- **VAT Returns:** Gain expertise in preparing and submitting Value Added Tax (VAT) returns, ensuring compliance with HMRC regulations and best practices.
- **Personal Tax:** Assist in the preparation of personal tax returns for individuals, ensuring compliance with tax laws and regulations.
- **Corporation Tax:** Support the preparation of corporation tax returns for businesses, ensuring accuracy and compliance with tax laws.
- **General Administrative Tasks:** Support our team by completing various administrative tasks related to accounting firm.

Qualifications and Skills:

- A minimum of GCSEs or equivalent qualifications in Mathematics and English.
- Showcase strong numerical and analytical skills.
- Demonstrate keen attention to detail and a commitment to data accuracy.
- Exhibit excellent communication and interpersonal skills.
- Thrive as a collaborative team member.
- Display an eagerness to learn and a strong commitment to your professional development within the accounting field.

Training and Development:

- Enrol in an accredited accounting apprenticeship program, which leads to qualifications such as AAT (Association of Accounting Technicians) and ACCA (Association of Chartered Certified Accountants), sponsored and supported by Moulton Johnson Ltd.

- Receive mentorship and guidance from our experienced accountants, benefiting from their deep insights into the unique challenges and opportunities within accounting.
- Enjoy ample opportunities for professional development and advancement within our firm.

Salary and Benefits:

- Competitive apprenticeship salary.
- Comprehensive benefits package tailored to the needs of apprentices.
- Full study support, including day release for courses and coverage of exam fees and study materials to help you excel in your accounting apprenticeship journey.

Application Process:

Interested candidates should submit their CV and a cover letter detailing their enthusiasm for this apprenticeship opportunity and highlighting relevant qualifications to

mail@mjresults.com or,

Moulton Johnson Ltd
29a Crown Street
Brentwood
Essex
CM14 4BA

Closing Date for Applications: 30th September 2023

We look forward to receiving your application and the opportunity to welcome you to Moulton Johnson Ltd. Join us in shaping a successful career in accounting within our dynamic and supportive environment, dedicated to serving our diverse range of clients.