



Recruitment Pack: Trainee Auditor (ICAEW Level 7 Apprenticeship)

The Firm

Godfrey Wilson is an acclaimed charity-specialist accountancy practice based in Bristol. We are an ethical and environmentally conscious employer, voted #1 in the Charity Finance Magazine 2021 audit survey and shortlisted as a Finalist in the 2022 Accounting Excellence Awards. Having built a reputation as a leading provider of audit and accountancy services to small and medium sized charities, we currently work with over 200 charities in Bristol and nationally.

We are a close-knit, people-focused firm. We recognise that our success is due to the skills and professionalism of our team. We invest in our staff to ensure they provide the highest levels of customer service and are committed to delivering quality and excellence.

We provide extensive wellbeing initiatives for the team and there are lots of opportunities to join in with social events such as team lunches, charity fundraising and sports events. Our spacious, light, contemporary office is in a fantastic location near Bristol's harbourside, with easy transport links and secure bike storage.

Staff

The firm has two partners, Alison Godfrey and Rob Wilson, and 24 staff, but is growing rapidly. The firm is split into two teams: the audit team (14 staff) and the accounts/payroll team (8 staff). The technical teams are supported by an admin team (2 staff).

Clients

We are privileged to work with a diverse and inspiring portfolio of clients, the majority of whom are charities and social-purpose organisations. Auditing a charity is more than just compliance work – it's an opportunity to add value and help them to be more effective and impactful in what they do. This is what sets us apart from other audit firms – the chance to make a difference.

Most of our clients are located in Bristol and the South West, however we work with clients from across the UK. Our clients vary in size with turnovers ranging from £10,000 to £15m.

The Role

The role is a permanent employment contract with a 3-year training contract to study for the ACA qualification, structured as a Level 7 apprenticeship. On successful completion of the ACA qualification the trainee role will convert to a Qualified Audit Senior role.

The role is audit-focussed but with exposure to a variety of work assignments, including audit and assurance, accounts preparation and tax.

Day to day tasks:

- Assisting with audit and independent examination assignments:
 - ✓ Audit planning;
 - ✓ Assessing risk;
 - ✓ Performing audit tests;
 - ✓ Analysing data;
 - ✓ Documenting conclusions;
 - ✓ Writing reports to clients and presenting findings; and
 - ✓ Completion of files for manager review.
- Preparing statutory accounts:
 - ✓ Reviewing client records;
 - ✓ Posting journals;
 - ✓ Drafting accounts; and
 - ✓ Proof-reading accounts documents.
- Assisting with tax, bookkeeping, payroll and administration tasks.

Staff undertake work at a level appropriate to their skills and experience under supervision of more experienced staff. As staff progress and gain experience, they take on more responsibility for each assignment. Eventually, they will be supervising and training staff themselves and will also be providing other services to clients, such as advice on all aspects of accountancy and tax.

Trainees will have the opportunity to take on significant responsibility early on in their career. We do not have separate departments for tax, audit and accountancy so staff benefit from developing a broad skillset across all accountancy disciplines.

As a rapidly growing firm with a focus on promoting staff from within, we can offer excellent career progression and opportunities. All our current managers started their careers as graduate trainees with the firm, demonstrating our commitment to staff growth and development.

About you

You will share the firm's values and ethos and will be looking for a career that delivers a sense of purpose – somewhere where you can use your skills in a meaningful way. You will be looking for somewhere where you will be valued and can play an integral part in the firm's success.

Education and Experience:

- No prior accountancy experience is necessary;
- University degree class 2:1 or above in any discipline;
- Three A levels grade A*- C, or equivalent qualifications;
- Maths and English GCSE grade B/6; and
- IT literate – familiarity with MS Office (Word, Excel, Outlook).

If you don't meet our minimum standards but strongly feel you can demonstrate your ability to succeed, you are encouraged to apply, setting out any relevant circumstances in your application.

Skills and Attributes:

- An exceptional communicator – verbal and written;
- Emotional intelligence – ability to read situations and adapt accordingly;
- Strong team-working – ability to work collaboratively to achieve a shared goal;
- Ambitious with a desire to learn, progress and take on responsibility;
- Problem-solving - ability to quickly assimilate large amounts of information/data and demonstrate clear, logical thinking;
- Excellent attention to detail, and a commitment to quality outputs;
- Good time management and organisation - ability to handle a busy workload, prioritise effectively and work to deadlines; and
- An interest in, or experience of, the charity sector, and a commitment to ethical values.

Other:

- Right to work in the UK;
- Clean driving licence and access to a vehicle which you are prepared to use to travel to clients' premises as and when required; and
- Ability to work flexibly, including some local/national travel with occasional overnight stays.

Salary & Benefits

- Starting salary of £22,000 (salaries are increased annually, subject to exam passes and satisfactory performance on work assignments);
- Welcome bonus of £1,000 on completion of your probation period;
- Discretionary performance bonus and universal Christmas bonus;
- Pension scheme with 3% employer contribution;
- Full study package, including payment of all study costs, paid study leave for courses and exams and ICAEW membership fees;
- 25 days holiday, plus bank holidays;
- Private Bupa Healthcare Cash Plan;
- Employee Assistance Programme (free counselling, advice and support); and
- 35-hour work week with flexible working hours and hybrid working options.

Start Date

The role will start on 5 September 2022.

Application Process

Please send in your CV and covering letter to kate@godfreywilson.co.uk. First round interviews will be conducted via Zoom and second round interviews will be held at the office.

If you have any questions about the role or the application process please contact Kate Hart on 0117 971 3445 or kate@godfreywilson.co.uk.