

## **Graduate Scheme PDF**

### **Work Assignments**

Working together in small teams with other trainee accountants you can expect to enjoy a wide variety of assignments throughout your 3 year Training Contract. You may find yourself working on an audit of a large Owner-Managed Businesses, or working on the audit and accounts of a national charity. By your second year you will be leading audits on site at clients' premises and by your third year you will be involved in the planning and review of other trainees' work.

### **Study**

Your professional study is based around a 3 year ICAEW Training Contract starting in September. We would normally expect you to take the "Certificate Level" exams first, with the remaining exams of the Professional stage being taken in two sittings over the next 12 months. At this stage, with successful passes, you will be part qualified, and in your third year you will be taking your final exams! We will provide you with time off for professional training, which is currently provided by the specialists BPP.

Once qualified you have the potential for a variety of different roles that could be taken up to suit your particular preferences and skills.

**Below is a typical timeline a student will progress along during their 3 year training with us:**

#### **Year 1**

Welcome to the firm: Before your professional training begins, you will go through our induction programme where you will get to know the firm, your colleagues and the other graduates. You will also be introduced to your nominated student counsellor who will be your mentor throughout the training contract and with whom you will have 6 monthly progress reviews. We will be available to give you as much support and guidance as you need throughout your time with us.

In-house training: You will go through in-house training sessions on health and safety, money laundering, and dealing with clients. We will talk through what to expect from the training programme and what your first few months will hold in store. You will also get to talk about what you hope to get out of the programme and how we can best support you in your goals.

To start you off: To ensure that you have the best start in your training, we fund you through a 2 week bookkeeping course. This will ensure that everyone has an understanding of the basics before you start your professional training with our chosen provider.

Professional Training: During your first year you will be working within the audit and accounts departments, spending around 6 months in each. Your training will be through a leading professional organisation, with additional training alongside this provided internally by Hillier Hopkins LLP.

#### **Year 2**

Managing your assignments: You will have the first year under your belt and will be taking on more responsibility. You will be managing your own assignments and carrying out your work with confidence. We will be on hand to guide you and to help you develop your softer skills, such as management, leadership and teamwork.

Completion of Professional Stage: Once you have passed the professional stage exams you will be part qualified and working towards taking your final exams.

#### **Year 3**

Honing your skills: You will be technically competent and will be putting into practice all the skills and knowledge you have gained. During this final stage, you will be improving your skills and getting as many tips as possible from other students and colleagues.

Final Exams: In the November of your third year you will be ready to take your final exams.

By then you will have gained extensive hands-on experience, alongside your theoretical knowledge and understanding gained through your study.

The Future: Following successfully passing your final exams you will continue to complete your practical experience until the end of the training contract period. By the completion of the contract, we will ensure that you satisfy all the relevant criteria to qualify as an ICAEW Chartered Accountant. Above this, we will also ensure your experience will prepare you to be confident in undertaking a successful career within the industry.

### **Type of Work**

You will gain experience undertaking a variety of work within audit and accounts:

Accounts

Bookkeeping

Accounts Preparation

Management Accounts

Forensic Accounting

Investigations

Audit

Assurance

Internal Audit

Pension Scheme Audit

Charity Audit

Government Departments

As a medium-sized firm, you will have experience working with a wide variety of our business clients, all with very different accountancy and audit needs including:

Small to Medium-sized Enterprises

Owner-Managed Businesses

UK Subsidiaries of Overseas Firms

Partnerships & Limited Liability Partnerships (LLPs)

Sole-Traders

Charities and Not For Profit Organisations

Pension Schemes