# Job Title/ Role: Executive - Financial Reporting and Transaction Support

**Job Type:** Permanent

**Salary:** Competitive plus full ACA study support

**Start:** September 2024

**Location:** City of London (Blackfriars)

**About ONE Advisory:**

ONE Advisory is a central London specialist Plc advisory firm providing a full suite of outsourced Plc advisory and administration services to our corporate clients, with a focus on AIM-listed companies and those seeking a listing on AIM. Established in 2006, we operate across various sectors globally, including food and drink, mining, sports, media, IT, and building services.

**Role Summary:**

We are seeking bright and ambitious graduates to join our Financial Reporting and Transaction Support team on a three-year training contract as part of our ACA Trainee September intake. As a Trainee Accountant, you will make a valuable contribution to client services in an environment where you can grow and learn from our experienced, multi-skilled, and supportive team. This role offers exceptional personal and professional development opportunities, combined with interesting and varied work.

# Responsibilities:

* Record bank transactions and process sales and purchase invoices
* Prepare management accounts, with supervision from seniors and managers
* Assist with the preparation and filing of VAT returns
* Engage in statutory reporting under IFRS and FRS 101/102
* Handle payroll preparation and filing
* Contribute to ad-hoc projects, including involvement in IPOs and other corporate transactions

# Work-based Competencies:

* Excellent verbal and written communication skills
* Self-motivation and ability to work as part of a team
* Strong time management skills to meet deadlines
* Ability to establish and maintain effective working relationships
* Attention to detail and strong organisational skills
* Highly motivated graduate with a desire to learn and grow

# Training and Development:

At ONE Advisory, we prioritise individual growth and development. As an Authorised ICAEW Training Employer, we are dedicated to supporting our employees' studies. You will receive full ACA study support, while working as part of a team on various clients and sectors. You will gain technical skills in management accounts, financial reporting, VAT, and payroll. You will also have the opportunity to work on IPOs and other corporate transactions, distinguishing this role from other ACA trainee contracts. Your ICAEW training will be provided by First Intuition, with financial and study support towards the ACA qualification. In addition to this, your studies will follow a government approved Level 7 Apprenticeship standard which enhances all the necessary skills, knowledge and work required to become a qualified accountant.

ONE Advisory selects trainees based on their potential to progress to senior roles within the company. Some of our current managers and directors trained at ONE Advisory, exemplifying the career growth potential.

# Qualification Requirements:

* Expected or obtained degree with a minimum of 2:1, or minimum of 12 months of relevant experience, ideally with a Top 50 accountancy practice
* Any degree discipline is welcome, but preference given to candidates with an Accounting and Finance degree
* Have a Grade 5 (B) or above in GCSE Maths and English Language or equivalent

# Benefits:

* Competitive base salary
* Full ACA study support
* Pension provision
* 25 days annual leave, with additional holiday entitlements each calendar year between Boxing Day and New Year's Day
* Gympass gym membership
* Regular social events including monthly drinks, Summer and Christmas parties and many more varied events throughout the year

# Application and Selection Process:

# If you're ready to kick-start your professional career and make a difference at ONE Advisory, we would be delighted to hear from you. Please provide an up-to-date CV and a covering letter explaining your motivation for the role and why you aspire to a career in the accountancy industry. We need you to share your achieved or expected grades in your CV. Our selection process includes aptitude testing.