

# Executive Job Description

<b>Location</b>	Blackfriars, London	<b>Salary</b>	Competitive
<b>Department</b>	Financial Reporting and Transaction Advisory	<b>Status</b>	Full time, 37.5 hours per week
<b>Reporting to</b>	Senior Executives, Managers and Senior Managers	<b>Supervises</b>	Placement Students

## Vacancy details

We are seeking bright and ambitious individuals to join our Financial Reporting team, aiming for a career in accountancy and finance with a focus on the Plc environment, while studying towards their ACA qualification.

The ACA qualification will take three years to complete.

The role is aimed at university graduates or individuals with at least 12 months experience in an accountancy-based role and AAT Level 3 qualification.

## Overview of One Advisory

Established in 2006, we have grown to become one of the of the City's leading advisory firms, providing comprehensive and cost-effective financial reporting and governance services to London's Plcs. Our services cater to companies looking to IPO on the LSE (Main Market and AIM) and Aquis, as well as established Plcs, assisting with their financial reporting and governance needs. Our office is located at Temple Chambers in Blackfriars, London.

## Our team

The Financial Reporting and Transaction Advisory team are experts in supporting the accounting and financial reporting needs of London's Plc and companies seeking a listing in London. Our team comprises seasoned and experienced qualified market professionals, along with our regular intake of ACA trainees, creating the perfect environment for learning and growth.

The office is open plan, creating an environment that promotes questions and to learn from members of the team from all levels and experience.

## About the role

You'll join a supportive and forward-thinking environment, working on the day-to-day financial reporting requirements of a diverse portfolio of corporate clients and participating in IPO projects.

Upon joining, we'll provide extensive training on the financial reporting requirements of a Plc. You will be allocated a portfolio of corporate clients and will be responsible for accurately recording bank transactions,

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sales, and purchase invoices, preparing and filing VAT returns, and preparing management account under the guidance of a senior team member.

Over time, you'll start to manage your own workstreams and often oversee placement students as they develop. You will routinely work on IPO projects, such as assisting in the preparation of historical financial information for admission documents or prospectuses and liaising with company directors to document controls before their IPO. This experience sets this role apart from other ACA trainee contracts.

As you progress, you will work closely with experienced team members in preparing group financial statements for Plcs, including consolidation files for subsidiaries and annual reports adhering to IFRS requirements. You will also gain experience preparing simple financial statements under FRS 101, FRS 102 and FRS 105.

We have cultivated strong partnerships with leading advisors in the City, earning the trust of investment banks, auditors, nominated advisors and lawyers within the capital markets space. A key aspect of reinforcing these relationships is meeting with our peers. In this role, you'll have the opportunity to attend networking events and socialise with individuals at your grade.

## What is expected

- Strong academic record
- An expected or obtained 2:1 degree, or minimum 12 months of relevant experience, ideally with a Top 50 accountancy practice and AAT Level 3 qualification
- GCSE grade 7 (A) or above in Maths and grade 6 (B) or above in English Language
- Excellent verbal and written communication skills
- Ability to multi-task and work to budgets
- Flexible attitude when dealing with tight deadlines and critical points of a project
- Strong time management skills to meet deadlines

Successful applicants must have the right to live and work in the UK.

Our selection process includes aptitude testing.

## What we offer

Completing the exams on your journey towards a professional qualification is demanding and will require you to commit a significant amount of time and effort, which can often coincide with tight deadlines and long hours at critical points in your client portfolio. At One Advisory, we want to ensure that your effort and hard work is rewarded. We offer a range of benefits, some of which become available once you have successfully passed your probationary period.

### Key Benefits

- Competitive base salary
  - Full ACA study support
  - Annual leave allowance, which increases in line with length of service
  - Discretionary annual bonus, dependant on personal performance and the organisation's performance
  - A contributory pension plan
  - Life assurance, based on 4 x annual salary
  - The flexibility to work from home once per week
  - A broadband allowance per month
  - Gympass, a benefit in kind contribution
  - One day per annum volunteer day
  - Third-party EAP provided from day one of employment
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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. 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.

Please send your application by emailing your CV and covering letter to [recruitment@oneadvisory.london](mailto:recruitment@oneadvisory.london)

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