



Apprenticeship in Accounting

RCM Advisory Limited

Salary: £10,000 a year- full time, Apprenticeship in Accounting in a Business advisory role

At RCM Advisory, we know that our people are key to the success of our company. That is why we look for individuals who are talented, career driven and most importantly, able to embrace the ethos of our business – creating order from chaos.

To support a team of dynamic and highly experienced professionals in the delivery of timely and accurate administration on all case files.

Key responsibilities include:

- ✓ **Enrolment and attendance at college one day/week (term dates) and pass all Level 2, 3 & 4 AAT exams.**
- ✓ Using our business systems including MS office, email and IPS software to draft letters, statutory reports and general correspondence.
- ✓ Using our internal database and systems to accurately record information.
- ✓ Corresponding with creditors, debtors, directors and other stakeholders.
- ✓ Produce accurate file notes on overview of bank statements and other investigations.
- ✓ Assist with drafting Director investigation reports and identify any areas for further review.
- ✓ Prepare periodic case reviews and ensure all case files are maintained.
- ✓ Answering the telephone and directing calls as appropriate.
- ✓ Filing, faxing and photocopying. Drafting standard documents and letters.
- ✓ Dealing with incoming and outgoing post.
- ✓ Providing administrative support to the rest of the team.

The ideal candidate for this role will be able to demonstrate flexibility and the willingness to progress any ad hoc tasks as required. As a growing business, we look for people who are results driven who are prepared to roll up their sleeves to help us drive the company forward.

Key attributes that we look for are:

- Honesty, reliability and conscientiousness.
- A good personal work ethic as well as being a good team player.
- Excellent communication skills.
- A Positive can do attitude and the ability to keep calm under pressure.

If you believe you can demonstrate that you meet the specifications above, please forward your CV and covering letter to careers@rcmadvisory.co.uk For more information about **RCM Advisory**, please visit our website: www.rcmadvisory.co.uk