



Higher-Level Apprentice Accounting Technician: Role Profile

About Us

At BDO we specialise in helping businesses, whether start-ups or multinationals, to achieve their goals. This is achieved through our own professional expertise and by working directly with organisations and the entrepreneurs behind them.

We develop strong, personal relationships with our clients and take an active interest in their businesses, providing an integrated business advisory solution. We have developed a robust understanding of the factors that govern business growth, our objective is to use this to help our clients to maximise their potential.

At BDO we are also committed to helping our people develop to their full potential. We nurture a friendly team culture, and our people work within an extremely supportive and creative environment, are valued, and are equipped and empowered to deliver exceptional client service. The quality of the work we do for our clients is directly aligned to the quality of our people.

Working with us

Joining BDO means taking the first step to a working life filled with interesting and varied projects every day. We will provide you with the right balance of empowerment and support to ensure you are successful in your role.

Our welcoming team environment and collaboration with colleagues will mean that you will develop your skills quickly alongside contributing to the success of our clients and BDO.

We offer a competitive salary, flexibility in your work, contributory pension, a generous annual leave entitlement and a range of additional benefits.

Our Values

Our core values are integrated into all aspects of working life at BDO:

- ▶ Honesty and Integrity
- ▶ Empowerment and Personal Responsibility
- ▶ Mutual support and Respect
- ▶ Professional and Personal Client Relationships

The Role

With BDO you will have the opportunity to gain experience across a wide variety of sectors and clients, which will give you the breadth and depth of experience that you need to excel, both in your Higher-Level Apprenticeship and also in your long-term career.

As a Higher-Level Apprentice, you will play an integral role within our Audit or Tax Teams, both onsite at clients and in the office.

While you gain valuable experience, you will be supported in your study towards the Accounting Technicians qualification including paid time to attend college one day each week and additional study leave.

Throughout your work and study, you will be mentored and supported in your development by more experienced colleagues within the Audit and Tax teams and wider Firm.

The Higher-Level Apprenticeship programme is offered as a two-year training contract leading to the achievement of a Diploma of Accounting Technicians from Accounting Technicians Ireland, an internationally recognised level 5 qualification. There may then be the opportunity to continue your studies and work with us to become a Chartered Accountant.

Principal Accountabilities

If you join the Audit Team:

- ▶ As part of an Audit team, assist in obtaining audit evidence necessary to support opinions given.
- ▶ Prepare analysis of accounting data from clients' books and records.
- ▶ Ensure audit files have all relevant documentation on the appropriate section; check appropriate and sufficient documentation obtained to support the opinion and documenting all conclusions.
- ▶ Engage with client staff in the gathering of appropriate audit evidence.
- ▶ Adhere to budget and timetable, bringing matters to the attention of the Audit Senior or Manager, particularly when actual time is in excess of budget.
- ▶ Involvement in the planning, execution and finalisation of the audit assignment supporting the Audit Senior or Manager.
- ▶ Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements.
- ▶ Identify and understand client needs, including sometimes providing initial solutions to client challenges, then communicating these needs and solutions to the Audit Senior or Manager.

If you join the Tax Team:

- ▶ As part of the Tax team, assist in providing an expert service to a variety of Corporate and Private Tax clients.
- ▶ Assist in the preparation of client tax returns.
- ▶ Assist in preparing reports for clients.
- ▶ Assist with HMRC enquiries.
- ▶ Assist in the liaison with solicitors, banks, and trust companies.
- ▶ Prepare engagement letters and client acceptance documentation.
- ▶ Ensure client files have all relevant documentation.

For both teams:

- ▶ Build strong relationships with new and established clients.
- ▶ Meet the objectives set at each stage of the training contract as part of the Higher-Level Apprenticeship course objectives.
- ▶ Carry out ad hoc assignments as may be reasonably required by your group.
- ▶ Undertake any training or development co-ordinated by your Team.

Your Experience and Skills

To start your Higher-Level Apprenticeship, you are not required to have any specific accounting experience or qualifications.

Essential Criteria:

- ▶ Anticipate achieving 120 UCAS points at A' Level (or equivalent).
- ▶ GCSE Grade B in Maths and Grade C in English (or equivalent).
- ▶ Good knowledge of Microsoft packages including Word, Excel and Outlook.
- ▶ Ability to plan and prioritise in order to meet deadlines.
- ▶ Ability to work as part of a team.
- ▶ Attention to detail.
- ▶ Good verbal and written communication.
- ▶ An interest in business and accountancy.
- ▶ In addition, you must meet any criteria set by a college for entry to their Higher-Level Apprenticeship in Accountancy. The College's academic requirements are covered by BDO's essential criteria, however, may be subject change.

Desirable Criteria:

- ▶ Academic or practical accounting experience e.g. work experience or Accounting or Business Studies qualification
- ▶ Intermediate working knowledge of Microsoft packages
- ▶ Experience of working in a customer facing role or working with clients.