

Job Description – AAT Trainee

Agreement to fulfil the accountabilities of the job

Job Profile

Position Title:	AAT Trainee
Purpose of the Role:	<p>ABEC provides Design, Build and Aftercare services in BMS, EPMS, PLC, IOT and Analytics to multiple industries across EMEA.</p> <p>This is a fast-growing company operating in the UK & Ireland, Europe and the Middle East with exciting growth and expansion plans. The main offices are in Tewkesbury and Wokingham with most of the workforce being mobile or remote.</p> <p>AAT trainee will support the accounts department in the running both Sales and Purchase Ledger and any other duties reasonably requested by the line manager. This is a diverse role that has responsibility for ensuring the ledgers are accurate.</p>
Division/Department:	Finance
Location:	Tewkesbury (office based)
Reports to:	Viola Wolinska
Title:	Accountant
Salary & Benefits:	£15,000 + (depending on experience); death in service benefit of 3 x basic salary; defined contribution pension scheme; study support
Probationary Period:	6 months
Performance Review Date:	6 months from start date
Type of position (FT, PT, apprentice etc):	Full time
Hours of work:	8.45 am – 5.15 pm, Monday – Friday (Full Time), 37.5h per week

My duties and responsibilities in this position are:

AAT Trainee will rotate through the department gaining good understanding of the function and experience needed in their AAT journey. Responsibilities will involve but are not limited to:

1. Assisting with bank reconciliations, cash allocation
2. Supplier payment runs.
3. Sales and purchase ledger invoicing.
4. Basic reporting on Excel.
5. Dealing with supplier & customer queries.

I will achieve the following <u>results</u> in this position:	
I will meet these <u>standards</u> while working in this position:	
<ol style="list-style-type: none"> 1. I will always demonstrate the ABEC Core Values. 2. I will always carry out my work to the highest standard. 3. I will always be a strong advocate for ABEC. 4. I will take ownership and accountability for my team. 5. I will adhere to the highest standards of ethical and professional behaviour. 6. I will role model and adhere to the policies and procedures for the business. 	
I already have or will quickly develop the following <u>knowledge, skills and abilities</u> needed for this position:	
<ol style="list-style-type: none"> 1. Excellent written & verbal communication skills. 2. Highly motivated and organized. 3. Ability to multitask & prioritise. 4. Comfortable working as part of a team or on own. 5. Excellent Microsoft Office Skills. 6. Proactive approach to work. 	
I have the following <u>experience</u> which is needed for this position:	
I will meet these <u>other/special requirements</u> for this position:	
Our academic requirements are 3 A Levels, and Grade B/Level 6 or above in GCSE English Language and Maths. Candidates with very good GCSE will be considered.	
I will follow our Policies and Procedures:	Refer to Employee handbook
I will start work on / This Job Description is effective from:	TBC
Please delete the following Y/N responses as appropriate:	
Y / N	I have reviewed and understand this Job Description.
Y / N	I commit to doing whatever it takes to be successful in this position.
Y / N	I recognize that my remuneration will reflect my success and the company's success.
Y / N	I will always communicate honestly and openly with my employer and colleagues.
Y / N	I will ask for help when I need it.



Reviewed and agreed to by: Name: Position Title: Signature: Date:	
Witnessed by: Name: Position Title: Signature: Date:	Viola Wolinska Accountant