

Job Title: Trainee Accountant (Apprentice)
Department: Finance
Contract Status: Fixed Term Apprenticeship (24 months)
Hiring Manager: Alicia Harrison
HR Contact: Jonny Miles
To apply: Please submit your application via the training provider Kaplan at the following address:
https://www.kaplanapprenticeships.co.uk/Vacancies/job/id/221224/vf_id/23/as_id/147

An exciting new role has arisen for a **Trainee Accountant (Apprentice)** to join the team at Great Portland Estates plc (GPE). GPE is a FTSE 250 property investment and development company owning a portfolio of retail and office buildings across London.

Job Description: Trainee Accountant (Apprentice)

As a Trainee Accountant you will provide support across the finance team and act as a vital link to the wider property business. Part of your role will involve assisting in the day-to-day financial activities across various areas including, but not limited to: sales ledger, accounts payable, tax and group reporting. This will provide exposure to the activities of the finance team and the wider world of real estate. The diversity of work and various challenges will help you develop the skills you need to succeed as an accountant in your future career.

The role will provide on-the-job training and studying towards your professional qualification will enable you to gain a full understanding of the technical aspects of accountancy and finance. During your contract you will study towards the AAT qualification. You will be enrolled onto classroom tuition at our nominated training centre to complete the AAT qualification under the joint apprenticeship programme.

The company will provide full support (including study leave and tuition costs) for the first attempts at the exams and assessments that go towards the AAT Level 3 and Level 4 Qualifications. We anticipate that it will take between 18-24 months to qualify based on first time passes. Upon successful completion of the contract you will have the opportunity to apply for a permanent role at GPE and embark on ACCA or CIMA professional qualifications.

Key Responsibilities

- Supporting the team to meet deadlines as required;
- Develop communication skills and build relationships with the wider organisation;
- Utilise accounting software;
- Develop and apply technical knowledge gained from studies and on the job experience;
- Be dedicated and motivated to studying towards the AAT qualification;
- Be proactive and committed to delivering a Customer First experience; and
- Assist with response to queries for both external and internal audits.

Skills Required

- Minimum A-levels, three C grades (or equivalent);
 - We understand the challenge of achieving consistently high academic results so we are open to meeting applicants who believe they have what it takes to be successful at GPE despite having A-level grades outside these requirements;
- GCSE Maths and English Language minimum grade 6 (Grade B);
- Attention to detail and the ability to work as a team player;
- Strong written and verbal communication skills;
- Ability to work autonomously on tasks and manage your own workload to ensure that all relevant deadlines are met;
- Ability to work cross-functionally and interact at all levels of GPE;
- Strong planning and organisational skills, the ability to work well under pressure and prioritise tasks effectively;
- IT skills – good working knowledge of Microsoft Office; and
- Teamwork – the ability to work collaboratively with colleagues, anticipate their requirements, keep them fully updated on matters affecting them and offer and seek help as appropriate.

Personal Qualities

- Works flexibly and cooperatively as part of a team;
- Approachable and has a positive, solutions focused attitude ;
- Conscientious and delivers on commitments with the preparedness to ‘go-the-extra mile’ in order to meet the needs of the business and our customers;
- High level of energy and a keen interest in learning and developing financial knowledge within the real estate sector; and
- A continuous improvement mind-set – seeks to provide the best possible service to the team and the wider business.
- Be prepared to live our company values:
 - We achieve more together
 - We are committed to excellence
 - We are open and fair
 - We embrace opportunity

Remuneration and Benefits:

- Annual salary: £25,000
- Standard hours: 9:00am to 6:00pm with one hour for lunch (40hrs/wk)
- Flexible working policy available (minimum three days in the office and flexible start and finish times one hour either side of the day)
- Study Package
- 25 days holiday (excluding bank holidays)
- Discretionary Christmas shutdown not counted as part of holiday entitlement
- The ability to purchase extra days leave in salary sacrifice
- Private medical and dental insurance
- Employer pension contributions at 15%
- Discretionary performance related bonus eligibility of 10% of annual salary paid at end of contract period
- Opportunity to join the GPE's Share Incentive Plan
- Cycle to work scheme
- Season ticket loan (for travel)
- Luncheon vouchers
- Childcare voucher scheme