

JOB DESCRIPTION - GRADUATE TRAINEE ACCOUNTANT

Overall responsibilities

- Reporting to Senior Accountant and Manager
- Assisting Senior accountants in the preparation and audit of financial statements
- Will be provided with exposure to associated tax compliance matters.

Specific Responsibilities

- Prepare legible and comprehensive working papers
- Understand and act on basic instructions
- Work to deadlines
- Understand the data flows through a basic accounting system and to document those flows
- Undertake and satisfactorily complete all professional development training required by the firm.

Person Specification

- Able to work as part of a team as well as individually
- Eager to learn and have an enthusiastic attitude towards their work
- Have a keenness for accuracy and detail
- Excellent interpersonal skills
- Good IT skills
- Moore Stephens will fully support the successful candidate's professional training
- Continuously resident in Jersey for a minimum of 5 years.

Education/Professional Requirements

- Hold a degree at 2.1 level or above
- Have at least 3 A Levels at grades A to B