David Allen

Job Description

Name:	
Job Title:	Accounts Assistant Apprentice (AAT)
Department:	Traders or Agriculture
Line Manager:	Training and Development Manager
Line Management Responsibilities:	None

Aims and purpose of the job
To assist and work as part of the Traders or Agriculture department preparing and submitting accounts, VAT returns and any relevant documents, ensuring all work produced is accurate, to the highest standard and in accordance with relevant legislation.

To develop and consolidate your knowledge of professional accountancy services by undertaking and successfully completing a Level 3 AAT Diploma in Accountancy as part of your apprenticeship.

Generic role duties to include:

Accounts Preparation	
1.	• To prepare and submit accounts, VAT returns and any relevant documents, ensuring all work produced is accurate, to the highest standard and in accordance with relevant legislation. • To book records into the firm's physical and online record management system. • To aim to carry out all work efficiently with a recovery of at least 95%.
Quality	
2.	• To take full responsibility for all work and tasks assigned to you and to carry out all work accurately, to the highest standard and in accordance with legislation. • To plan, manage and prioritise your own workflow and productivity to ensure personal and team targets and deadlines are achieved. • To maintain and update records in a timely and accurate manner and ensure that their data, information and records are secure at all times, adhering to GDPR legislation. • To carry out all work with a four week turn around period or sooner subject to operational needs. • To assist your line manager to identify ways to improve and develop departmental systems and the client experience.
Communication	
3.	• To answer the telephone within two rings in a polite and courteous manner. • To deal with all communications in a timely manner and ensure they are of a high professional standard using David Allen brand guidelines and templates. • To ensure there is clear communication with your line manager and other team members on work being carried out. • To work closely with other members of the team on specialist projects as and when required.

Development	
4.	• To manage and meet the requirements of your apprenticeship standard within the relevant timescale ensuring your studies are up to date and you pass any assessments at the first attempt. • To maintain your own professional and technical knowledge by attending technical workshops and further training, reviewing professional publications, establishing personal networks, benchmarking state of the art practices, participating in professional societies and business networking meetings.
Central Duties	
5.	• To represent the business when required to ensure positive links, relations and networks. • To show a commitment to diversity, equal opportunities and anti-discriminatory practices. • To undertake personal development necessary to ensure effective performance in the role. • To participate in relevant and appropriate training and development as required. • To undertake any other duties commensurate with the grade as appropriate. • To demonstrate the David Allen values of ambition, professionalism, knowledge, integrity, and respect in the work you do and during your appointment.

Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.