

## Who we are...

HSA & Co are a leading local accountancy firm located in Great Chesterford, near Saffron Walden. We provide a full range of accountancy and business advisory services that help our local and national clients achieve their personal and business goals, with peace of mind.

## What makes us, us...

It is often said that it is the people you work with that make a job special. At HSA & Co, we really believe that's true. Our team of forward-thinking, professional experts create long-term relationships and offer all the flexibility our clients need. By working in partnership, we support our clients and help sharpen their competitive edge, while of course fulfilling all their business and tax needs.

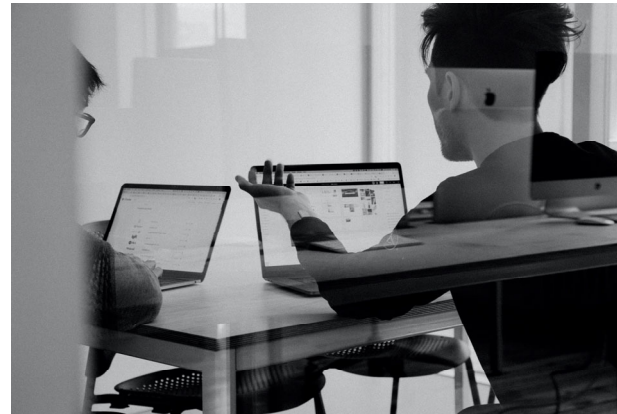
## Our graduate and school leaver programmes...

Our Trainee Accountant programme leads to industry and internationally recognised accounting qualifications through the Association of Accounting Technicians (AAT) and then the Association of Certified Chartered Accountants (ACCA) – a graduate trainee would commence with studying ACCA.

This is an exciting opportunity for a Trainee Accountant to join a team of over 30 with departments for accountancy and taxation, virtual finance, payroll, and administration support.

# Trainee Recruitment Programme 2022

This brochure will help you to understand who we are, what our trainee programme is, and if it is the right opportunity for you.



**HSA & Co**



## About our programme...

- Structured training towards a professional qualification with AAT or ACCA
- Full study support
- Extensive on the job training
- Real work so that you can apply what you are learning to your day-to-day real-life situations
- Highly supportive team who are experienced at developing new professionals
- Continual job appraisals and regular feedback and development meetings
- Development opportunities to progress your career

**“ The working environment is excellent; I have always felt very well supported”**

## Transition from student to professional

We've dedicated a lot of time to HSA & Co's future, thinking about the direction in which we want to move our business and the individual skills which we need to get us there.

Our training programme has been designed to create highly skilled professionals of the future, who are not only technically excellent, but who understand and support our vision and services inside and out.

We firmly believe that excellence comes from creating our own professionals from the start and we have tailored our programme to uphold this.

Our approach to training differs from other smaller-sized firms, in that we aim to provide our trainees with an all-round accountancy experience.



## A little bit of sacrifice and the return...

Gaining your professional qualification while working full-time is not easy. You will be committing yourself to a number of years of college and exams and you'll be on a very steep learning curve.

We'll support you in every way possible – covering the full costs of your training and allowing you the time out to attend college. In consideration of this, you'll need to attend every class and put in the hours of self-study required to get you through.

You will gain enviable qualifications which will open the door to many opportunities. You will also be rewarded with a competitive salary from day one.

## Kick start your career in accountancy

### The businesses and people you'll be supporting...

Our clients include businesses across a wide spectrum from the very small to groups turning over multi-million pounds including owner managed businesses, subsidiaries of larger international groups, charities, pension schemes and unincorporated entities.

Therefore, we can offer you a stimulating and a variety of work.

During your training, whichever department you become part of, you will be introduced to the work our other departments undertake.

“The firm is progressive and forward thinking. It is very rewarding to be part of something that makes a difference”

### Vacancy 1: Trainee Accountant

Our Accounts Team provides direct support to clients, both in their compliance requirements, such as accounts preparation as well as general support and problem solving. Support to our business clients ranges from making recommendations on best business practice to helping to be tax efficient.

### Vacancy 2: Trainee Virtual Finance Officer

Our Virtual Finance Team is where we provide clients with modern bookkeeping services, utilising the latest cloud technology. The team plays a critical role in the practice, carrying out essential bookkeeping tasks to facilitate the completion of VAT returns, management reports and give a sound base for the preparation of the annual accounts.

### Start dates

Both roles have flexible start dates.

If you are in your final period of study our start date is Autumn 2022.

If you have completed your studies, we can agree an earlier start date.

### Key skills required...

We are looking for an individual with the following attributes:

- Excellent communication skills
- Ability to deal with people
- Effective time and task management skills
- Hard worker, both practically and academically
- Self-driven and highly motivated
- Strong attention to detail
- Extremely well presented
- Ability to deal with confidential information in a professional manner

### School leaver academic requirements...

We would expect you to have (or be predicted to gain) either a minimum of 2 A levels at Grade C or above (including Maths) or the equivalent standard in a business-related vocational qualification. If you do not hold a Maths A level, then we expect a minimum attainment of Grade 6 / Grade B in GCSE Maths.

### Graduate academic requirements ...

We would expect you to be a graduate with a minimum 2:1 degree. Don't worry, it does not have to be in accountancy or finance!

## How to apply

If this successful and rewarding career is for you, please forward your CV to:

[vacancies@hsaccountants.co.uk](mailto:vacancies@hsaccountants.co.uk)

Please also include the following information:

- Why is an accountancy career at HSA & Co for you?
- Full details of your academic results. Include predicted results where applicable.

Please note that we do not accept postal applications.



CHARTERED ACCOUNTANTS  
TAX & BUSINESS ADVISORS

Lewis House  
Great Chesterford Court  
Great Chesterford  
Essex  
CB10 1PF

## Our benefits



Attractive salary package



Flexible working \*



Support in professional qualifications



Dress for your diary



Regular social events throughout the year



Office closed between Christmas and New-Year



Holiday purchase scheme\*



Free onsite and local parking



Voluntary annual flu jab programme

\* Eligibility criteria apply