



# APPRENTICESHIPS

AT

**Chiene+Tait**  
CHARTERED ACCOUNTANTS



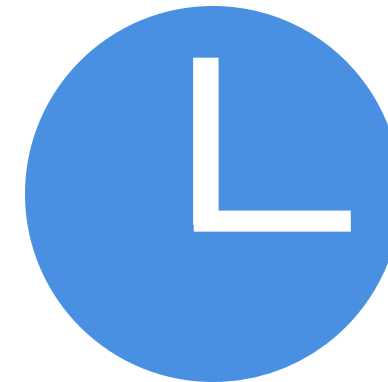
# T H E F A C T S



CENTRAL EDINBURGH OFFICE WITH GREAT TRAIN/TRAM AND BUS LINKS



10 PARTNERS OVER 135 EMPLOYEES



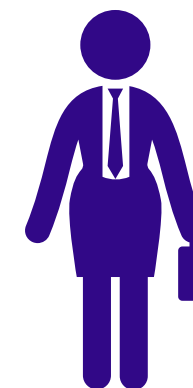
FLEXIBLE WORKING PATTERNS



END OF MONTH DRINKS, QUIZ NIGHTS, CHARITY DAY, SPORTS



22% OF EMPLOYEES ARE TRAINEES



42% OF UPPER MANAGEMENT ROLES ARE HELD BY WOMEN - INCLUDING OUR MANAGING PARTNER



# A CAREER IN AUDIT

**Auditors have a more exciting career than you might think! Heard it's all about looking at spreadsheets and staring at your computer? We've got roles that are much more than that.**

## WHAT IS AN AUDITOR?

Think number detective. Essentially, each company needs to have their accounts examined to make sure that they are accurate - auditors are the people who do this.

An auditor visits clients at their offices (auditors are always on the go) to check on the accounting records. This could involve compiling the client's receipts and ledgers, it could be randomly sampling invoices or it could be double-checking expenses against an accounting system - it depends on the client.

Once that's done and the auditor is happy that the company's accounts are a true and fair representation of the business, they sign them off. Simple.

Being an auditor is an unusual combination of process and adaptability. Because of the importance of an auditor's work there are plenty of processes to go through to ensure a good quality audit, which requires good attention to detail and, sometimes, patience. At the same time, each client is different and an auditor ends up visiting all kinds of businesses, seeing how they work and meeting new people.

Auditing is a great way to learn about business. It also demands technical mastery and imposes plenty of deadlines, so you're never bored.

There can be a fair bit of travel, because auditors have to visit client offices. We often send our team to locations across the UK. Some overnight visits are needed, but in general we're able to get to our clients and back within a day.



# A CAREER IN ACCOUNTS & BUSINESS SUPPORT (ABS)

So you want to know what ABS do? Good question. One of the challenges of being a part of the ABS team is answering that very question. Why? Because they do a bit of everything. They are Chiene + Tait's back office experts or if you're looking for an analogy, "a team of drummers with a hundred drum kits".

## WHAT DO YOU DO IN ABS?

Let's discuss this in the context of a client. We will call them Bear Housing. Bear Housing buy and sell land for property development purposes. Due to the sector specialism, Bear Housing are likely to have many subsidiary companies across the UK, all of which will have different accounting and financial needs. In ABS we'll prepare the accounts of all of the different companies, assigning revenue and expenditure, making sure that there are no discrepancies as we go. Whilst technical skill is needed here, we must also have great communication with our clients as we will likely be on the phone, offering support or helping with accounting software errors along the way.

Someone in Bear Housing's financial department has decided to go travelling for a few months over summer. This leaves a gap in the companies team but they don't want to hire someone new on a temporary contract. This is where we come in. ABS will send a member of the team to Bear Housing to fill that gap, this is a great opportunity to work within a different organisational structure whilst still being part of the overall Chiene + Tait team.

There is a lot of admin involved in running a company like Bear Housing, we can help with this too. We frequently perform company secretarial services for our clients - for Bear, this means we do things like ensuring all the companies submit the relevant information to be compliant, such as confirmation statements.

Bear and it's directors have lots of different income streams, this means we will work in collaboration with our Tax and VAT departments to ensure that all elements of tax planning are considered. This is generally broken down into compliance - making sure all tax and paperwork is submitted the right way - and advice, meaning we guide clients on things like what tax reliefs they're eligible for. VAT is also a huge part of this, ABS prepare separate VAT returns for Bear and all its subsidiaries, and submit to HMRC.

There's more... we also help with future business planning and projecting. This could be creating financial models, business plans or risk planning.



# THE DETAILS

## YOUR APPRENTICESHIP

We offer a training contract, throughout which you will work towards your Association of Accounting Technicians (AAT) qualification.

You will be assigned an external apprenticeship mentor who will provide you with theory based work to coincide with your daily practical responsibilities. Once you are AAT qualified you may have the opportunity to continue your training.

No matter if you work in ABS or Audit, there are two options if you wish to continue your training. The first is the ACCA qualification and the second is the CA qualification.

Both the ACCA and CA qualification take a further three years. While that may seem rather long, this is actually the fastest route to becoming a Chartered Accountant (5 years)! The alternative route of going to university and then joining our graduate scheme takes a total of 7 years.

## WHAT DO WE WANT FROM YOU?

- + Commitment to an accountancy career including balancing both work and study responsibilities
- + Positive academic results from subjects such as: Maths, English, Accounting or Business Studies
- + Pride and ownership with your workload highlighted through accuracy and attention to detail
- + Strong organisational skills and ability to take responsibility for meeting deadlines
- + Clear and effective communication skills and use of initiative
- + Proficient with IT, ideally you will have used Microsoft Office packages and/or accountancy software such as Sage 50 or Xero

# WHICH PATH ?

Both our Audit and ABS apprenticeships give you the opportunity to earn money as you work towards your AAT qualification. The departments can offer different insight, skill building opportunities and responsibility. But which one suits you?

## AUDIT ASSURANCE

- + Completion of external Audit fieldwork as directed by experienced colleagues
- + Checking client documentation is reported in accordance with accounting standards and legislative requirements
- + Visiting client sites to complete Audit fieldwork, usually alongside senior colleagues
- + Testing clients' accounts and compiling ratios for audit reports
- + Inputting information and running reports from Audit Automation software (CCH)
- + Supporting clients with the planning phase and acting as a liaison between the client teams and our office
- + Continuing development of our data analytics offering and cloud-based solutions

## ACCOUNTS & BUSINESS SUPPORT

- + Processing client invoices on accounting software systems, including Sage 50 and Xero
- + Reconciling bank accounts
- + Journal entries in accountancy systems
- + Analysing information on Excel
- + Client administration assistance, e.g. answering calls, preparing files and photocopying
- + Following training, completion of VAT returns and more complex accounts work
- + Assistance, where required, with corporate tax returns



# OUR APPRENTICES



## Esme Chisholm, Audit Apprentice

After school I went straight to Uni to study Painting, sadly I quickly realised this wasn't for me and began looking for a change of career. I studied HNC Accounting at college and was just beginning my HND with plans to continue to University after. This is when I heard from a friend about the apprenticeship opportunity at Chiene + Tait. I decided to go for it and handed my CV in, within a day I had a phone call with HR who told me more about the apprenticeship and discussed if it would be a good fit for me. I then had to do some online tests and came in for an interview. I was very nervous as this was my first 'proper' interview, but I was made to feel at ease and could ask any questions I had about the role. The whole process went very quickly and before I knew it was my first day!

I joined the audit department a bit later than the other first years in September 2018, but I was made to feel very welcome. My first few weeks eased me in with lots of meetings, introductions and training. I began studying for my AAT Level 3. Balancing studying with work can be tiring but its very rewarding! I can work at my own pace, so I am progressing faster in my career with the apprenticeship route than I would have continuing at college. There is a great support network of seniors and trainees who are always happy to help with questions you have either about work or your studies. I have found that I have learnt a lot on the job and there are lots of training sessions which go hand in hand with what I am studying for my exams.

I was surprised at how social a place to work Chiene + Tait is. From month end drinks to staff lunches and quiz nights, there is always some event going on! Everyone is very friendly, and these are great opportunities to get to know your colleagues and others from different departments. I am very happy I went for this opportunity; my experience here has been great so far! I wish I had known more about apprenticeships when leaving school, I would recommend it to everyone.

" I am very happy I went for this opportunity, my experience here has been great so far! "



## Rebecca Jack, Audit Apprentice

After leaving school I knew I wanted to further my education and continue to gain qualifications but didn't feel like college/uni was for me. An apprenticeship seemed like the perfect option for me so I applied for the role of audit trainee at Chiene + Tait through an agency. Online assessments, phone interviews and face-to-face interviews are things school don't prepare you for but the agency did provide support throughout the whole process.

When I got the job I was worried I would struggle to manage a full weeks work combined with studying for my AAT qualification as this was a big step up from school, but I found it reasonably easy to adjust to this new environment. Chiene + Tait has provided me with so much training including external courses, peer group training and a secondment to the ABS department. Everyone is always happy to help you with any questions you have both work and AAT related. There is a really good social culture with regular department and firm social events.

" C+T has provided me with so much training including external courses "

# OUR APPRENTICES



## **Nathan Robertson, ABS Apprentice**

I saw the advert for the apprenticeship at Chiene + Tait shortly after finishing my 5th year of school. The recruitment process included a couple of short phone interviews with the training provider and then a further two interviews with Chiene + Tait. It was my first job interview and I wasn't sure what to expect, but when I got to the office I didn't feel stressed or nervous as everyone was very friendly, from the receptionist to the managers interviewing me.

I found it hard at the start to get the right balance between studying, work and a social life but I quickly got used to it and found that it was easier to study after work than school! The apprenticeship is formatted by three levels of AAT exams, with each level varying between four to six exams. The training provider assign a tutor to help with your studies and have regular meetings to assist in any areas which you are struggling with. Even though the tutor helps, everyone who you work with knows what they are doing and can help in answering any queries you may have with your studies. I have set a target to get through an exam every two to three months. After AAT, I will progress into doing around two years of professional exams with ICAS or ACCA.

The culture is very friendly with lots of events taken place from bowling to rock climbing. At the end of each month, the firm has month end drinks where you can chat to people in every department of all levels from trainee to partner. Chiene + Tait offer a vast array of training, both internally and externally and all sorts of courses, from excel to ICAS training opportunities. I feel comfortable approaching every employee within the firm because everyone wants to try help in any way they can, even if it's asking a trainee where someone sits on a different floor or asking a partner a query on the accounts. Unless the partner is in a client meeting or out the office, they will always be happy to help you.

**"Everyone who you work with knows what they are doing and can help in answering any queries you may have with your studies"**



## **Nathan Thomason, ABS Apprentice**

I began my career at Chiene + Tait in July 2017, where I joined the ABS team. Shortly after, I began working towards my AAT qualification. Balancing both work and study can be challenging, however both my fellow colleagues and tutor are always happy to support me in my role and help with any minor problems that may arise.

My daily work responsibilities are mostly focused around helping accounts assistants and managers with bookkeeping, VAT returns, Accounts preparation and any other ad hoc work that needs to be completed. I also go out on secondment to one of our biggest clients, this can be very challenging but exciting and it is good to see how another company runs on a daily basis.

The culture at Chiene + Tait is very upbeat and positive, and you are always encouraged to join in with the various social nights out that the social committee organise. The events range from bowling competitions to quiz nights so there is always something for everyone!

**"The culture at C+T is very upbeat and positive"**



# O U R I M P A

Our Corporate Social Responsibility is very important to us. In 2018 we introduced our ImpaCT charity day, giving our time and resources to increase our community and social investment. We take part in charitable initiatives by enabling staff to volunteer one afternoon, having a paid half day away from the office. At the end of the day we all meet for a BBQ, some drinks and reflection of the great work done. 2018's charities included; Maggie's, Edinburgh Dog & Cat Home, Dance Division, Positive Help, St Columbas Hospice and Midlothian Sure Start.



# WHAT'S NEXT



- 1** Register an online account at [www.chiene.co.uk/careers](http://www.chiene.co.uk/careers)
- 2** Submit your CV and a covering letter detailing what makes you suitable, and if applicable your notice period
- 3** Complete the application form
- 4** We'll be in touch!

## **TIMESCALE**

Applications for our apprenticeships will open in Springtime. Interviews will commence once a sufficient number of suitable applications have been received. Please visit our website for individual closing dates of each role advertised.

## **ANY QUESTIONS?**

Contact our HR team at [HR@chiene.co.uk](mailto:HR@chiene.co.uk), call us on 0131 558 5800 or visit our website at [www.chiene.co.uk](http://www.chiene.co.uk)



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