



We're Recruiting

Part Time Trainee Account Manager

Starting Salary: £25,800 – £28,000 Pro Rata
With up to 20% bonus

Read this brochure to find out if this role would be a great fit for you



0800 999 1800



info@taxdriven.co.uk



Part Time Trainee Account Manager

The company culture is to support staff and maintain personal and professional development, including sector-related qualifications.

With multiple offices across the UK, there are opportunities to find a suitable office location near to where you live to reduce travel time.

Our typical hours would be between **Monday to Friday 9:10 AM – 3:10 PM**, however these can be **flexible to your requirements**, including to accommodate flexible holidays (e.g. school holidays, studying, or travel).

Starting Salary: £25,800 Pro Rata (Plus up to 20% bonus), with regular pay rises throughout the year, through the structured career development scheme.

Between 20–25 Hours per week

Your main duties would include:

- Customer service and sales
- Bookkeeping
- Completing Tax Returns and VATs
- Essential administration for client files and documentation
- Anti Money Laundering (AML) and bookkeeping training upon induction
- Client meetings (Supported by senior staff) to provide accountancy and tax services



We require applicants to possess the following essential skills:

- At least 5 GCSE's, including Mathematics and English, at a C Grade above or equivalent
- Must have worked in or have experience of working in an office for previous a role
- Strong IT skills including Microsoft Excel and other packages
- Must be well organised and committed to maintaining a tidy workspace
- Enjoy working independently and as part of a small team
- Enjoy working with clients and assisting their business needs
- Must be able to communicate effectively both with clients and the internal team
- Adaptability as the company grows

The company can offer you:

- Generous salary package
- Flexible working hours
- Study to obtain a bookkeeping qualification after starting the role
- Continuous professional development, including obtaining additional qualifications and AAT
- 10-20% bonus scheme
- Company pension scheme

If you believe you'd be a strong fit for this position, please get in touch and we'd be happy to hear from you.



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Tax Driven Accountants

COMMITTED TO DRIVING YOUR TAX DOWN

"Jobs are always varied, never boring, because the work is so varied. There's great career opportunities at Tax Driven Accountants." – JB

"I have been working for Tax Driven Accountants for 10 years and it is a rewarding experience that provides excellent opportunities to develop professionally and personally. One of the things I enjoy most is the variety of work, as every client and situation can bring a new challenge. Tax Driven Accountants recognises hard work and commitment and there are plenty of opportunities to learn, progress and build upon your career."

– HS

"At Tax Driven Accountants, I really like meeting different customers every day with different businesses and people. I really like working with businesses in the local area."

– CPO

"Since working at Tax Driven for just over a year now, I have had nothing but support from the team. Everyone here is always willing to lend a helping hand, and it gives a real team feeling. The management team are always eager to push us to the best of our abilities and offer the support to progress with our career."

– SO