

Job Description

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| Job Title: | Accounts Assistant Apprentice (AAT) |
| Department: | Traders/Agriculture |
| Line Manager: | Traders/Agricultural Manager |
| Line Management Responsibilities: | None |

Aims and purpose of the job

To assist and work as part of the Traders/Agriculture department by ensuring accurate and efficient work is carried out at all times.

Generic role duties to include:

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| 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. |
| 2. | To book records in to the firm's physical and online record management system. |
| 3. | To aim to carry out all work efficiently with a recovery of at least 95%. |
| 4. | To ensure that client data, information and records are secure at all times. |
| 5. | To maintain and update computer records in a timely and accurate manner. |
| 6. | To carry out all work with a four week turn around period or sooner subject to operational needs. |
| 7. | To take full responsibility for all work and tasks assigned to you. |
| 8. | To plan, manage and prioritise your own workflow, budgets, and productivity to ensure targets and deadlines are met. |
| 9. | To ensure there is clear communication with your line manager and other team members on work being carried out. |
| 10. | To assist your line manager to identify ways to improve and develop departmental systems and the client experience. |
| 11. | 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. |
| 12. | To maintain your own professional and technical knowledge by attending technical workshops and further training, reviewing professional publications, establishing |

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| | personal networks, benchmarking state of the art practices, participating in professional societies and business networking meetings. |
| 13. | To ensure your studies are up to date and that you pass any assessments at first attempt. |
| 14. | To manage and meet the requirements of your apprenticeship standard within the relevant timescale. |

Central duties

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| 15. | To represent the business when required to ensure positive links, relations and networks. |
| 16. | To show a commitment to diversity, equal opportunities and anti-discriminatory practices. |
| 17. | To undertake personal development necessary to ensure effective performance in the role. |
| 18. | To participate in relevant and appropriate training and development as required. |
| 19. | To undertake any other duties commensurate with the grade as appropriate. |
| 20. | 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.