Fichardson Swift Chartered Accountants and Tax Advisers

WHY, HOW, AND WHAT YOU CAN EXPECT FROM...

OUR ACCOUNTING & TAX APPRENTICESHIPS

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AN APPRENTICESHIP IS A DEBT-FREE ROUTE TO EARN WHILE YOU LEARN

"AN APPRENTICESHIP IS THE BEST OF BOTH WORLDS."

ACCOUNTING & TAX APPRENTICESHIPS GIVE YOU THE OPPORTUNITY TO WORK IN A FINANCE ROLE WHILE STUDYING FOR YOUR CHOSEN QUALIFICATION. YOU' LL LEARN FROM EXPERIENCED COLLEAGUES, GAIN PRACTICAL SKILLS, AND ACHIEVE QUALIFICATIONS THAT EMPLOYERS WANT.

THERE ARE A NUMBER OF AREAS IN WHICH YOU CAN SPECIALISE AS AN ACCOUNTANT OR TAX ADVISER. AT RICHARDSON SWIFT, WE'LL WORK WITH YOU TO HELP YOU DECIDE WHICH CAREER PATH IS BEST FOR YOU AND PUT TOGETHER A TIME SCALE AND PLAN FOR WHAT QUALIFICATIONS YOU WILL NEED.

APPRENTICESHIPS ARE FOR EVERYONE!

APPRENTICESHIPS ALONGSIDE A QUALIFICATION ARE OPEN TO PRACTICALLY EVERYONE. THERE'S NO UPPER AGE LIMIT: YOU MUST SIMPLY BE OVER 16, NOT IN FULL-TIME EDUCATION AND HAVE LIVED IN THE UK OR EUROPEAN ECONOMIC AREA FOR AT LEAST THREE YEARS.

SO, WHETHER YOU'RE A SCHOOL-LEAVER OR YOU'VE ALREADY STARTED WORKING, IT COULD BE A GREAT OPPORTUNITY FOR YOU TO BUILD AN EXCITING CAREER IN FINANCE.

ONCE YOU'VE COMPLETED YOUR TRAINING THERE ARE OPPORTUNITIES IN VIRTUALLY EVERY INDUSTRY, FROM STAYING WITH RS TO MOVING TO A NATIONAL CONSULTANCY SUCH AS KPMG OR INTO A COMPANY FINANCE DEPARTMENT. SO THERE'S NO LIMIT TO YOUR POTENTIAL.



EARNINGS AND COSTS

YOU WON' T HAVE TO PAY ANY FEES TO DO AN APPRENTICESHIP, NO MATTER WHAT AGE YOU ARE. ALL TRAINING COSTS ARE PAID BY YOUR EMPLOYER AND THE GOVERNMENT.

IF YOU'RE AGED 16 TO 18 OR IN THE FIRST YEAR OF YOUR APPRENTICESHIP, YOU'LL BE ENTITLED TO THE NATIONAL MINIMUM WAGE FOR AN APPRENTICE. IF YOU'RE 19 OR OVER AND YOU'VE COMPLETED THE FIRST YEAR OF YOUR APPRENTICESHIP, YOU'LL BE ENTITLED TO THE NATIONAL MINIMUM WAGE.

ONCE YOU'VE COMPLETED YOUR APPRENTICESHIP, YOU'LL BE HIGHLY EMPLOYABLE, SO THERE'S NO LIMIT TO YOUR SALARY POTENTIAL. IF YOU WANT TO CONTINUE YOUR CAREER IN ACCOUNTING, YOU COULD EXPECT TO EARN AROUND \pounds 24,500 ON COMPLETING YOUR AAT LEVEL 4 DIPLOMA IN PROFESSIONAL ACCOUNTING OR EQUIVALENT TAX QUALIFICATION. IF YOU PROGRESS TO BECOME A CHARTERED ACCOUNTANT OR TAX ADVISER YOU COULD EXPECT AN INCOME OF AROUND \pounds 50,000 UPWARDS, ACCORDING TO A RECENT INDUSTRY SURVEY.



GREAT REASONS TO BECOME AN ACCOUNTANT

YOUR SKILLS WILL ALWAYS BE IN DEMAND

YOU DON'T NEED TO BE GOOD AT MATHS PLENTY OF DEVELOPMENT AND PROMOTION OPPORTUNITIES

YOU DON'T NEED A DEGREE

IT'LL MAKE YOU HAPPY

YOU'LL BE ABLE TO GET A JOB IN ANOTHER COUNTRY IF YOU'D LIKE TO LIVE ABROAD THERE IS EXCELLENT EARNING POTENTIAL



OUR IDEAL CANDIDATES

WHAT WE ARE LOOKING FOR IN OUR TRAINEES ...

GOOD WRITTEN AND VERBAL COMMUNICATION SKILLS.
STRONG NUMERICAL SKILLS.
GOOD KNOWLEDGE OF MICROSOFT OFFICE, WITH A FOCUS ON EXCEL.
HOLDS A VALID UK DRIVING LICENSE AND HAS ACCESS TO A CAR, AS REGULAR TRAVEL TO CLIENT SITES IS REQUIRED.
QUALIFICATIONS: GCSE / A-LEVELS





WHAT OUR CURRENT TRAINEES THINK

The on-the-job training I've received has been invaluable. I've been able to develop new skills and gain hands-on experience, which has not only helped me perform my role more effectively but has also boosted

> I absolutely love working as an apprentice at Richardson Swift accountants! Being able

environment and grow in a protessional Environment is such a running experience the team is incredibly supportive, and i and the supportive and i Ine team is increasing supportive, and feel like I'm Part of a community that Senuinely cares about my success.

Ben Bradley

my confidence.

BEN AND PAIGE BOTH JOINED RICHARDSON SWIFT AS TRAINEES.

THEY HAVE BOTH NOW QUALIFIED AS ACCOUNTANTS BUT HAVE CHOSEN TO STAY WITH RS AND THEIR CAREERS WITH HIGHER LEVEL



CONTINUE TO ENHANCE QUALIFICATIONS.



ABOUT RICHARDSON SWIFT

HERE'S SOME INFO ABOUT US

- WE ARE BATH'S LARGEST INDEPENDENT FIRM OF CHARTERED ACCOUNTANTS AND CHARTERED TAX ADVISERS, BASED SOLELY IN THE CITY.
- WE ARE A 40-STRONG TEAM.
- OUR OFFICE IS IN LAURA PLACE IN HISTORIC CENTRE OF BATH.
- WE SPECIALISE ACROSS A RANGE OF BUSINESS SECTORS, CHARITIES, AND PERSONAL TAX PLANNING FOR INDIVIDUALS.
- WE WERE FOUNDED IN 2009 BY DEREK SWIFT, WHO IS STILL A DIRECTOR AND MIKE RICHARDSON, NOW RETIRED.
- THE COMPANY IS CURRENTLY RUN BY A BOARD OF FIVE DIRECTORS DEREK, JON MILES, CALVIN HEALY, RACHAEL RACKHAM AND DEBBIE BOULTON, WHO IS MANAGING DIRECTOR.
- WE SPECIALISE IN BUILDING LIFE-LONG RELATIONSHIPS WITH CLIENTS AND THEIR FAMILIES. REALLY GETTING TO KNOW THEM SO WE CAN ANTICIPATE THEIR NEEDS WHEN IT COMES TO BOTH TAX AND FINANCIAL PLANNING.
- WE OFFER AN INITIAL FREE CONSULTATION, EITHER ONLINE OR AT OUR OFFICES WITH ONE OF OUR DIRECTORS.
- WE HAVE A HIGH-REGARDED AUDIT DEPARTMENT.
- WE ARE ONE OF A HANDFUL OF ACCOUNTANTS NATIONWIDE WHO ARE REGISTERED TO CARRY OUT PROBATE.
- MOST OF OUR BUSINESS COMES VIA REFERRALS FROM OTHER CLIENTS, SOMETHING WE LOVE TO BOAST ABOUT.

OUR CORE VALUES WHEN DEALING WITH CLIENTS:

- WE VALUE ALL OUR CLIENTS EQUALLY AND WANT EACH OF THEM TO EXPERIENCE THE HIGHEST QUALITY SERVICE.
- WE LISTEN CAREFULLY TO WHAT MATTERS MOST TO OUR CLIENTS AND EVOLVE ACCORDINGLY.
- WE' LL ALWAYS GUIDE CLIENTS THROUGH FINANCIAL ISSUES IN AN EASY-TO-UNDERSTAND WAY.
- WE ARE PRIVILEGED TO SHARE SOME OF OUR CLIENT' S MOST PRIVATE AND IMPORTANT INFORMATION AND WE NEVER TAKE THIS FOR GRANTED.
- WE MAKE SURE WE ARE FULLY INFORMED ABOUT WHAT IS HAPPENING IN THE LOCAL ECONOMY, CHANGES IN LEGISLATION AND EVENTS IN THE WORLD AT LARGE, SO THAT WE CAN GUIDE YOU THROUGH CHALLENGING TIMES AND ENABLE YOU TO TAKE ADVANTAGE OF OPPORTUNITIES.
- WE' RE NOT AFRAID TO TRY SOMETHING NEW TO SOLVE A COMPLEX PROBLEM, WORKING SMARTLY WITHIN THE RULES.



MEET OUR TEAM

OUR STAFF ARE IMPORTANT TO US, SO WE LIKE THEM TO BE HAPPY. WE TRY TO HAVE A RELAXED WORK ENVIRONMENT WITH FLEXIBLE WORKING, LOTS OF SOCIAL ACTIVITIES AND YOU EVEN GET YOUR BIRTHDAY OFF!





STILL INTERESTED? GREAT! THEN HERE'S HOW TO APPLY...

STEP I: GET IN TOUCH

SEND YOUR CV AND A COVERING LETTER EXPLAINING WHY YOU THINK YOU WOULD MAKE A GREAT ACCOUNTANT AND WHY YOU THINK YOU'D BE RIGHT FOR OUR TEAM

то:

HELLO@RICHARDSONSWIFT.CO.UK

STEP 2: TESTS

IF WE LIKE THE LOOK OF YOUR APPLICATION AND DEPENDING ON THE ROLE, WE MAY INVITE YOU TO SIT SOME TESTS TO SEE IF YOU'D BE A GOOD MATCH. YOU MAY BE INVITED TO DO THESE IN PERSON AT AN ASSESSMENT DAY, OR SIMPLY DO THEM ONLINE AT HOME. THEY COULD BE PSYCHOMETRIC TESTS AIMED AT IDENTIFYING YOUR PERSONALITY TRAITS, OR KNOWLEDGE TESTS.

STEP 3: FIRST ROUND INTERVIEW

THIS IS A CHANCE FOR US TO GET TO KNOW YOU AND FIND OUT ABOUT YOUR EXPERIENCE, AS WELL AS GIVING YOU MORE INFORMATION ABOUT WHAT THE APPRENTICESHIP INVOLVES AND HOW THE ORGANISATION OPERATES.

STEP 4: SECOND ROUND INTERVIEW

IT'S QUITE COMMON, ESPECIALLY IF THERE' S LOTS OF COMPETITION FOR A ROLE, TO BE INVITED BACK FOR A SECOND ROUND INTERVIEW. AT THIS STAGE, YOU MIGHT BE INTERVIEWED BY MORE THAN ONE PERSON SUCH AS ONE OF OUR DIRECTORS AND A SENIOR MEMBER OF THE TAX OR ACCOUNTING TEAM.

STEP 5: ACCEPTING AN OFFER

IF YOU'RE OFFERED AN APPRENTICESHIP ROLE AND YOU ACCEPT YOU WILL THEN NEED TO SUBMIT ALL OF THE REQUESTED PAPERWORK. WE WILL THEN DISCUSS DETAILS LIKE THE STARTING DATE, SALARY INFORMATION AND WHAT THE JOB WILL INVOLVE AT THE BEGINNING.

WE ARE CURRENTLY LOOKING FOR THREE APPRENTICES TO START IN SEPTEMBER THIS YEAR. YOU CAN FIND OUT ABOUT MORE ABOUT THESE ROLES <u>HERE</u> AND DON'T FORGET TO CHECK OUT OUR WEBSITE <u>WWW.RICHARDSONSWIFT.CO.UK</u>

WE LOOK FORWARD TO HEARING FROM YOU!



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