



Sapphire

Role title	Accounts Apprentice
Hour of work	Monday - Friday 9:00am - 5:30pm
Salary	£17,000 - £21,000
Apprenticeship	AAT Level 3
The Person	• Has a genuine interest in accountancy and wants to build a long-term career in the profession • Is keen to learn, develop and take on new challenges • Has strong attention to detail and takes pride in producing accurate work • Is organised and able to manage competing priorities and deadlines • Takes responsibility for their work and follows tasks through to completion • Communicates confidently and professionally • Is comfortable asking questions and acting on feedback • Has a proactive, positive and solutions-focused approach • Works well as part of a team and is willing to support others • Is comfortable using technology and learning new systems • Can work effectively in a busy and fast-moving environment • Demonstrates Sapphire's values and is prepared to go above and beyond for clients and colleagues
Why Sapphire?	• A structured introduction to a career in accountancy • Support towards a recognised professional qualification • Practical experience across a broad range of accounting and tax work • Regular training, feedback and development support • The opportunity to work with experienced accountants and client managers • A collaborative and supportive working environment • Genuine opportunities for long-term career progression • 21 days of annual leave, increasing with service • A brand new office with a games room, bar and flexible working space • Monthly team get togethers and quarterly incentive events • Employee healthcare membership



Sapphire

Main areas of responsibility	
Vacancy description	We are looking for an enthusiastic and ambitious Accounts Apprentice to join our growing accountancy team. This is an excellent opportunity for someone who is looking to begin a career in accountancy while gaining practical experience and working towards a recognised professional qualification. You will work alongside experienced accountants and client managers, supporting them with a range of accounting, bookkeeping, tax and administrative duties. You will be given structured training, ongoing support and increasing responsibility as your knowledge and confidence develop. The role will suit someone who is organised, comfortable working with numbers and keen to build a long-term career within accountancy. Previous experience is not essential, but the right attitude, attention to detail and willingness to learn are important.
Principle Responsibilities	• Completing bookkeeping and maintaining accurate accounting records • Reviewing and processing transactions using cloud accounting software • Assisting with the preparation of VAT returns • Assisting with personal tax returns and other compliance work • Requesting accounting records and information from clients • Registering companies and individuals for relevant taxes • Maintaining accurate client records and internal systems • Supporting the team with Companies House and HMRC submissions • Responding to routine client queries in a clear and professional manner • Monitoring deadlines and helping to ensure work is completed on time • Carrying out general administrative duties to support the wider accountancy team • Developing an understanding of limited companies, business taxes and accounting principles • Completing apprenticeship learning and assessments alongside your day-to-day role As you progress, you will be encouraged to take greater ownership of your work and develop direct relationships with clients.
Recruitment process	• An initial Microsoft Teams conversation with a member of the Sapphire team • A short numeracy exercise • A face-to-face interview • A personality profiling assessment

Our Ideal Candidate	You do not need to know everything from day one. We are looking for someone with the right attitude who is eager to learn, prepared to work hard and excited by the opportunity to develop a career in accountancy. If you are ambitious, organised and ready to take your first step into the profession, we would like to hear from you.
Qualifications and experience	• GCSE grade 5 or above in Maths, or an equivalent qualification • A good standard of written and spoken English • Strong numerical and problem-solving skills • Good general IT skills, including familiarity with Microsoft Office