***Fully Flexible Agile Working***

**Graduate Trainee – 2025 and 2026**

**Role Profile**

**About Us**

At BDO we specialise in helping businesses, whether start-ups or multinationals, to achieve their goals. This is achieved through our own professional expertise and by working directly with organisations and the entrepreneurs behind them.

We develop strong, personal relationships with our clients and take an active interest in their businesses, providing an integrated business advisory solution. We have developed a robust understanding of the factors that govern business growth, our objective is to use this to help our clients to maximise their potential.

At BDO we are also committed to helping our people develop to their full potential. We nurture a friendly team culture and our people work within an extremely supportive and creative environment, are valued, and are equipped and empowered to deliver exceptional client service. The quality of the work we do for our clients is directly aligned to the quality of our people.

**Working with us**

Joining BDO means taking the first step to a working life filled with interesting and varied projects every day. We will provide you with the right balance of empowerment and support to ensure you are successful in your role.

Our welcoming team environment and collaboration with colleagues will mean that you will develop your skills quickly alongside contributing to the success of our clients and BDO.

We offer a competitive salary, flexibility in your work, contributory pension, a generous annual leave entitlement and a range of additional benefits.

**Our Values**

Our core values are integrated into all aspects of working life at BDO:

* [Honesty and Integrity](http://www.bdoni.com/about-us/our-values/honesty-and-integrity)
* [Empowerment and Personal Responsibility](http://www.bdoni.com/about-us/our-values/taking-personal-resonsibility)
* [Mutual support](http://www.bdoni.com/about-us/our-values/mutual-support) and Respect
* [Professional and Personal Client Relationships](http://www.bdoni.com/about-us/our-values/strong-and-personal-client-relationships)

**The Role**

As an Audit Trainee, you will play an integral role within our Audit team. You will work as part of a team ensuring that all aspects of audits are completed on time and within budget, as well as completing accounts preparation.

At BDO, we pride ourselves on enabling our Trainees to become the best Chartered Accountants they can be. Our Graduate Programme combines key elements that enable you to attain this high level:

* The opportunity to work with a wide variety of clients and sectors which will give you the breadth and depth of experience that you need to excel, both in your professional examinations and also in your long-term career
* Exceptional support for your professional exams
* Client interaction at an early stage
* Senior management accessibility
* Workplace camaraderie

Your Training Contract will typically last for 3½ years (this is reduced to 3 years if you have completed the Post Graduate Diploma in Advanced Accounting) and will enable you to become a fully qualified Chartered Accountant.

For the duration of your Training Contract, you will be supported, developed, and mentored by more experienced colleagues within the Audit team and wider Firm.

At BDO we have fully flexible agile working, giving you choice and flexibility around how, when and where you work, ensuring this fits with clients’ and business needs. With the Audit team this will mean a mix of working at a client sites and getting to know their businesses, time working remotely on more focused tasks and working collaboratively with your colleagues in the office.

**Principal Accountabilities**

* Contribute within the wider team by obtaining audit evidence necessary to support opinions given
* Prepare analysis of accounting data from clients’ books and records
* Ensure audit files have all relevant documentation on the appropriate section; check appropriate and sufficient documentation obtained to support the opinion and documenting all conclusions
* Active engagement with client staff in the gathering of appropriate audit evidence
* Active adherence to budget and timetable, bringing matters to the attention of the senior or manager, particularly when actual time is in excess of budget
* Involvement in the planning, execution and finalisation of the audit assignment supporting the Senior or Manager
* Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements
* Identify and understand client needs, including sometimes providing initial solutions to client challenges, then communicating these needs and solutions to the Audit Senior or Manager
* Build strong relationships with new and established clients
* Meet the six monthly development objectives set at each stage of the training contract as part of the CA diary review and performance development process
* Carry out ad hoc assignments as may be reasonably required by your group
* Undertake any training or development co-ordinated by your group
* Coaching and assisting more junior trainees on the team, both at client premises and in the office
* Participate in group, stream and firm wide activities

**Your Experience and Skills**

**Essential Criteria:**

* 2:1 degree classification or equivalent as demonstrated by module results to date
* 300 UCAS points at A-Level or equivalent or 120 UCAS points under the new tariff system
* GCSE Grade C (or equivalent) in Mathematics and English
* Intermediate/working knowledge of Microsoft packages including Word, Excel and Outlook
* Ability to work as part of a team
* Attention to Detail
* Good verbal and written communication

**Desirable Criteria:**

* Relevant employment and/or academic experiences for working within our Audit & Business Assurance Department
* Bookkeeping Experience
* Experience of working in a customer facing role or working with clients