

**Job Title: Apprentice**

**Company: CBHC Accountants**

**Location: Chelmsford City Centre**

Are you an experienced and ambitious accountant seeking a rewarding opportunity in the heart of Chelmsford? CBHC Accountants, a well-established accounting practice in Chelmsford City Centre, is currently looking for a Semi-Senior Accountant to join our dynamic team.

**About CBHC Accountants:** We are a well-established, dynamic accountancy firm based in Chelmsford, providing a wide range of professional accounting services to businesses and individuals. Our services include tax planning, auditing, bookkeeping, payroll, financial reporting, and advisory services. We are committed to delivering outstanding service to our clients while offering a supportive and engaging environment for our team members to grow and develop their skills.

**Position Overview:** We are excited to offer an opportunity for an Apprentice Accountant to join our team and gain hands-on experience in the world of accountancy. This is a fantastic opportunity for someone with a passion for numbers and a keen interest in developing their accounting career. You will work closely with senior staff to provide a variety of services to clients and learn the ropes of the industry in a supportive, real-world setting.

**Key Responsibilities:**

- Assisting with the preparation of financial statements for clients.
- Supporting the team with bookkeeping tasks and data entry.
- Preparing tax returns for individuals and businesses.
- Helping with audits and preparing reports for clients.
- Liaising with clients to gather necessary information.
- Learning and using accounting software to manage accounts efficiently.
- Contributing to ad hoc accounting tasks as required.

**About you:**

We're looking for a motivated, enthusiastic individual with the following qualities:

- Strong attention to detail and a passion for numbers.
- Excellent communication and organisational skills.
- Ability to work both independently and as part of a team.
- A willingness to learn and develop new skills.

- A good level of computer literacy, including experience with Microsoft Office (Excel, Word).
- Previous experience in accountancy or finance is advantageous but not essential.

#### Qualifications:

- GCSEs in Maths and English (Grade C or above) are essential.
- Any relevant A-levels, a business-related qualification, or prior experience in a similar role will be an advantage.

#### Why Choose CBHC Accountants:

1. **Positive Work Environment:** Join a friendly and supportive team that values collaboration and teamwork.
2. **Employee Well-being:** CBHC Accountants cares about the mental health of its staff and offers monthly well-being sessions to support a healthy work-life balance.
3. **Social Outings:** Enjoy regular social outings and team-building activities to strengthen relationships with colleagues.
4. **Professional Development:** A structured apprenticeship program with opportunities for growth and development. Full support and training offered to gain an industry-recognised qualification (AAT, ACCA, etc.)

**How to Apply:** If you're looking to start your accountancy career and want to join a team of experienced professionals who are dedicated to your growth, please send your CV and a cover letter outlining why you would be a great fit for the role to [info@cbhc.uk.com](mailto:info@cbhc.uk.com) or apply through our website at [www.cbhc.uk.com](http://www.cbhc.uk.com)

We look forward to hearing from you!

Application Deadline: 14<sup>th</sup> March 2025

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