

## Candidate Information

<b>Position:</b>	Graduate Trainee Chartered Accountant
<b>School/Department:</b>	Finance
<b>Reference:</b>	25/112831
<b>Closing Date:</b>	Monday 8 September 2025
<b>Salary:</b>	£29,594 per annum
<b>Anticipated Interview Date:</b>	Tuesday 16 September 2025
<b>Duration:</b>	3.5 years

### JOB PURPOSE:

As a Trainee Chartered Accountant, you will work towards achieving your Chartered Accountancy Qualification with Chartered Accountants Ireland (CAI) while gaining invaluable, hands-on experience in the workplace. You will balance your professional studies with practical responsibilities, applying what you learn in real time as you contribute to a variety of finance projects and functions. This blend of structured learning and day-to-day work will equip you with the technical expertise, commercial awareness, and professional skills needed for a successful career in accountancy.

### MAJOR DUTIES:

1. Assist in the provision of professional advice and support to stakeholders with a view to facilitating the delivery of the key targets outlined in Strategy 2030.
2. Assist in the preparation of detailed budgets at for Faculties and/or Business Areas and ensure that these are reviewed regularly.
3. Assist in the preparation of accurate estimates/forecasts, which are representative of trends within the Faculty/Business Area.
4. Provide analysis on monthly financial performance, highlighting positive and negative trends on a regular basis.
5. Prepare and maintain monthly/periodic financial reconciliations.
6. Prepare and post accounting journals.
7. Interrogate the University's management information systems and extract, analyse and present data in a format that can be easily understood by staff at all levels to ensure the effective management of financial resources.
8. Act as point of contact for researchers, academics, School Managers, and other stakeholders ensuring productive relationships and the provision of a high-quality service.
9. Support in the preparation of grant applications and claims, including relevant costings.
10. Ensure that University governance processes are adhered to for financial reporting and processes, in line with internal and external requirements.
11. Work to pre-defined deadlines to support senior Finance personnel in delivery of a broad financial management service offering to internal and external stakeholders.
12. Such other relevant duties as required.

### ESSENTIAL CRITERIA:

1. \*Applicants must possess, by the closing date for applications, an Honours Degree (minimum 2.2) or equivalent qualification in any discipline.
2. \*Experience using Microsoft Office programmes including Excel, Powerpoint and Word.
3. Good numeracy skills, coupled with accuracy and attention to detail.
4. Ability to use initiative to prioritise tasks.
5. Excellent communication skills with demonstrable ability to deal efficiently with enquiries by email, video call and in person.
6. Ability to work independently or as part of a team.
7. Excellent interpersonal skills.
8. Ability to work under pressure.
9. \*Ability to commence employment on 6th October 2025.

10. \*Right to work in UK for the duration of the contract.
11. \*Commitment to complete 3.5 year training contract.
12. \*Commitment to undertake personal study for Chartered Accountancy qualification in line with Chartered Accountants Ireland requirements, making reasonable efforts to complete the qualification within the contract period.

**ADDITIONAL INFORMATION:**

Please note: The above list is not meant to be exhaustive but aims to give a good indication of the main duties of the post. The emphasis on duties will vary over time according to business needs and as directed by Line Management. Precise duties and responsibilities of individual posts will vary, according to the team in which appointments are made.

Our Graduate Trainee Programme provides:

- A structured and comprehensive training programme.
- A generous study leave package, aligned with CAI guidelines.
- Full support in completing your CAI qualification.
- Access to a dedicated and experienced mentor.
- Daily, relevant, on-the-job experience across multiple finance functions.

Throughout your training, you will be supported by a training and development mentor, who will offer guidance, advice, and encouragement as you progress. Your day-to-day activities will be overseen by a line manager, who will provide practical on-the-job training and feedback.

You will also have the opportunity to work within different teams and under the supervision of various line managers, ensuring you gain the full breadth of skills, experience, and professional insight needed to qualify as a Chartered Accountant.

Informal enquiries may be directed to: Sarah Allen at [sarah.allen@qub.ac.uk](mailto:sarah.allen@qub.ac.uk)