



# Goodman Jones

## CFAB Trainee

### (Accounts Assistant Year 1 & 2)

#### *Job Description and Person Specification*

**Goodman Jones LLP** is a 13 Partner central London firm of chartered accountants. Established in 1934, we are a team of accountants, auditors, tax, and business advisers based in Fitzrovia London. Together with our supporting IT, HR, and financial services companies, we provide a full range of compliance, support, and advisory services. Our clients include UK owner-managed businesses, UK subsidiaries of large international groups, charities and not-for-profit organisations, and start-up businesses and entrepreneurs across a wide range of sectors.

**Reporting to** Head of Audit, [Giuseppe Scozzaro](#) and Audit Managers  
**Working closely with** the wider Audit and Accounts team

**Salary:** \*£25,000 year one, increasing to £27,000 during year 2  
**Hours:** 35 hours per week  
**Location:** Hybrid, 3 days office based 2 days home based  
**Contract:** ☐ ICAEW, CFAB 2-year Training Contract

This is a CFAB Trainee role for school leavers who have recently completed A-Levels (or equivalent) with at least 120 UCAS points. The role provides on-the-job training while studying towards the ICAEW Certificate in Finance, Accounting and Business (CFAB) qualification, serving as the foundation for progressing into the full ACA qualification.

Working as part of the Accounts Team, gaining hands-on experience in accounts preparation, VAT returns, corporation tax, and supporting the Audit Team on certain engagements, whilst attend external study courses and receiving paid study leave to prepare for exams.

This is the first stage of a structured career development pathway at Goodman Jones, with the expectation that upon successful completion of the CFAB qualification, trainees will progress onto ACA studies and transition into an Audit-focused role.

## Year 1 Role Responsibilities

### First 6 months

- Learn Extended Trial Balances (ETBs) and double-entry bookkeeping under supervision.
- Assist in accounts preparation for limited companies, partnerships, individuals, pension schemes, trusts, and charities.
- Learn to use CCH Central for preparing accounts and corporation tax returns.
- Assist with VAT return preparation and submissions.
- Submit accounts to Companies House and corporation tax returns to HMRC.
- Gain experience in Xero, Sage, QuickBooks, and extract necessary data for accounts and tax preparation.
- Support the Audit Team with correspondence reviews, fee ledgers, and income & expenditure schedules.

## Second 6 months

- Independently prepare Extended Trial Balances (ETBs) with minimal supervision.
- Work on more complex accounts, VAT returns, and corporation tax engagements.
- Provide regular progress updates to managers and partners.
- Prepare and send outstanding items and queries before submitting files for review.

## Year 2 Role Responsibilities

- Prepare more complex accounts, such as pension schemes and trust accounts.
- Provide training and support to first-year CFAB trainees.
- Take responsibility for submitting accounts and tax returns.
- Liaise with clients to request information and resolve queries.
- Work on larger clients' VAT returns and more complex accounts, including medium-sized groups with foreign subsidiaries.

## Demonstrate the Goodman Jones LLP Values

- Excellence & Efficiency
- Ownership & Responsibility
- Personal Development
- Teamwork
- Good Ethics & Professionalism
- Client Focus

## Interview Process

- 3 stage process, MS Teams discovery call with Goodman Jones Talent Team, Second stage with two Audit Managers and final stage with Head of Audit. Online skills assessments also to be completed ahead of first call with Talent Team.

\*salary correct at time of document produced, likely to increase during 2025

## Person Specification

## Essential Criteria

**Academic Achievement:** Completed *OR Predicted*, A-Levels (or equivalent) with min 120 UCAS points.

**Numeracy and Analytical Skills:**

- Strong numerical ability and an aptitude for working with data.
- Ability to interpret, analyse and summarise information.
- A logical, problem-solving approach to work.

**Willingness to Learn and Adaptability:**

- Genuine interest in pursuing a career in accountancy and finance.
- Eagerness to learn new software, accounting concepts, and industry regulations.
- Open to feedback and continuous improvement in a structured learning environment.

**Time Management and Organisation:**

- Ability to manage multiple tasks while maintaining accuracy and meeting deadlines.
- Excellent organisational skills, with a structured and methodical approach to work.
- Ability to work independently and take ownership of assigned tasks.

**Communication and Interpersonal Skills:**

- Excellent written and verbal communication skills to engage effectively with clients and colleagues.
- Strong interpersonal skills with the ability to build relationships within the team and externally.
- Confidence to ask questions and seek guidance when required.

**Proficiency in Technology and Software:**

- Comfortable using Microsoft Office applications (Excel, Word, Outlook, Teams).
- Willingness to learn and use accounting software such as CCH, Xero, Sage, and QuickBooks.
- Ability to use data analysis tools such as Data Snipper and Float (training provided).

**Professionalism and Ethics:**

- Commitment to maintaining confidentiality and professional integrity.
- Demonstrates a strong work ethic, reliability, and accountability.
- Ability to adhere to firm policies, ethical standards, and best practices.

## Desirable Criteria

- Strong academic performance in subjects such as Mathematics, Business Studies, Economics, or Accounting
- Minimum of Grade 5 (B) in GCSE Mathematics and English (or equivalent).
- Work experience gained within an office environment.

*This role description is intended to outline the general duties and responsibilities of the position and runs alongside an expectations framework. It is not exhaustive and may be subject to changes and additional responsibilities as required by the needs of the organisation.*