richardson swift
Chartered Accountants and Tax Advisers

WHY, HOW, AND WHAT YOU CAN EXPECT FROM...

AN ACCOUNTING APPRENTICESHIP

www.richardsonswift.co.uk
hello@richardsonswift.co.uk

SKIP THE COST OF UNIVERSITY!

An accounting apprenticeship is a debt-free route to earn while you learn?

Accounting apprenticeships give you the opportunity to work in a finance role while studying for your chosen qualification. You'll learn from experienced colleagues, gain practical skills, and achieve qualifications that employers want.

There are a number of areas in which you can specialise as an accountant or tax adviser. At Richardson Swift, we'll work with you to help you decide which career path is best for you and put together a time scale and plan for what qualifications you will need.

Apprenticeships are for everyone!

Apprenticeships alongside a qualification are open to practically everyone. There's no upper age limit: you must simply be over 16, not in full-time education and have lived in the UK or European Economic Area for at least three years.

So, whether you're a school-leaver or you've already started working, it could be a great opportunity for you to build an exciting career in finance.

once you've completed your training There are opportunities in virtually every industry, from staying with RS to moving to a national consultancy such as KPMG or into a company finance department. so there's no limit to your potential.

Earnings and Costs

You won't have to pay any fees to do an apprenticeship, no matter what age you are. All training costs are paid by your employer and the government.

If you're aged 16 to 18 or in the first year of your apprenticeship, you'll be entitled to the national minimum wage for an apprentice. If you're 19 or over and you've completed the first year of your apprenticeship, you'll be entitled to the national minimum wage.

Once you've completed your apprenticeship, you'll be highly employable, so there's no limit to your salary potential. If you want to continue your career in accounting, you could expect to earn around £24,500 on completing your AAT Level 4 Diploma in Professional Accounting qualification, £52,000 by becoming a self-employed AAT Licensed Accountant, and £52,500 if you progress to become a chartered accountant.

GREAT REASONS TO BECOME AN ACCOUNTANT

Your skills will always be in demand

You don't need to be good at maths

Plenty of development and promotion opportunities

You don't need a degree

It'll make you happy

You'll be able to get a job in another country if you'd like to live abroad

There is excellent earning potential

richardson swift

OUR IDEAL CANDIDATES

What we are looking for in our trainees...

- Good written and verbal communication skills
- Strong numerical skills
- Good knowledge of Microsoft Office, with a focus on Excel
- Holds a valid UK driving license and has access to a car, as regular travel to client sites is required
- Qualifications: GCSE / A- Levels

We are happy to consider CV's from anyone interested in becoming a trainee, even if there is no specific role available. We will keep your information on file and contact you when an appropriate job comes up.

WHAT OUR CURRENT TRAINEES THINK

The on-the-job training I've received has been invaluable. I've been able to develop new skills and gain hands-on experience, which has not only helped me perform my role more effectively but has also boosted my confidence.

Ben Bradley

Ben and Paige both joined Richardson Swift as trainees.

I absolutely love working as an apprentice at Richardson Swift accountants! Being able to learn and grow in a professional environment is such a fulfilling experience. The team is incredibly supportive, and I feel like I'm part of a community that genuinely cares about my success.

Paige Mahony

They have both now qualified as accountants but have chosen to stay with RS and continue to enhance their careers with higher level qualifications.

STILL INTERESTED? GREAT!

THEN HERE'S HOW TO APPLY...

Step 1

Get in Touch
Send your cv and a covering letter explaining why you think you would make a great accountant and why you think you'd be right for our team to: hello@richardsonswift.co.uk

Step 2

Tests
If we likes the look of your application and depending on the role, we may invite you to sit some tests to see if you'd be a good match. You may be invited to do these in person at an assessment day, or simply do them online at home. They could be psychometric tests aimed at identifying your personality traits, or knowledge tests.

Step 3

First Round Interview
First round interviews can be held on the phone or in person. They're a chance for us to get to know you and find out about your experience, as well as giving you more information about what the apprenticeship involves and how the organisation operates.

Step 4

Second Round Interview
It's quite common, especially if there's lots of competition for a role, to be invited back for a second round interview. At this stage, you might be interviewed by more than one person such as one of our directors and a senior member of the finance or accounting team.

Step 5

Accepting an Offer
If you're offered an apprenticeship role and you accept you will then need to submit all of the requested paperwork. We will then discuss details like the starting date, salary information and what the job will involve at the beginning.

You can find out about our current vacancies HERE

WE'D LOVE TO HEAR FROM YOU

www.richardsonswift.co.uk
01225 325580
hello@richardsonswift.co.uk
11 Laura Place, Bath, BA2 4BL

richardson swift