# About CavanaghKelly

We are proud of who we are and what we have achieved. Founded by Sean Cavanagh and Des Kelly, CavanaghKelly has a heritage dating back 25 years.  Our reputation and expertise are underpinned by our widely respected and trusted practice leaders and by the high-quality advice and service provided to our clients.

Our practice is split into four distinct groups, Accounts, Audit, Tax and Advisory. This means we have the expertise and capability to support our clients in all aspects of their business. We use our combination of knowledge, experience and commercial know-how to consistently challenge our clients to achieve more.

Our aim is always to be a trusted partner and advisor to our clients, delivering the best solution for every situation.

As Graduate Trainee Accountant, you will gain invaluable experience working with some of the practice’s biggest clients. You will also get to work with a variety of teams within the practice to help you understand the how CavanaghKelly operates and how we advise our clients. You will be supported and mentored throughout your training contract, and as you progress in your career you too will begin to support and mentor junior members of the team. Just last year, one of our trainees placed second in Ireland in their Charted Accountancy Ireland exams!

# Job Description

|  |  |
| --- | --- |
| **Position:** | **Graduate Trainee Chartered Accountant – 2022** |
| **Description:** | As a Trainee Chartered Accountant, you will be provided with a challenging and broad accountancy or audit experience in a supportive environment.  You will be supported throughout the process with training which will assist you in gaining an ACA qualification with Chartered Accountants Ireland.  This is an excellent opportunity for driven and ambitious graduates. |
| **Job Reference:** | GTCA.01.22 |
| **Location:** | Dungannon |
| **Responsible to:** | Partners/ Managers |

### Responsibilities

* Assist in the preparation of accounts and audits
* Draft letters and reports for review
* Acquire and maintain technical knowledge throughout your training contract
* Obtain an understanding of related services such as Tax and Advisory
* Assist other departments or offices if required
* Ensure completion of assigned areas of work within deadlines and budget
* To maintain a professional manner at all times and ensure confidentiality is maintained

### Development

* Provided with in depth technical training and mentor support
* Working with clients who range in size and business sectors
* Development of commerciality and communication skills
* Support towards CAI qualification

# Person Specification

We offer an excellent remuneration package, study leave, education expenses, along with a generous pension and annual leave.

### Essential Criteria

* Achievement or likely to achieve at least 2:1 undergraduate degree in any subject
* Minimum Grade B in GCSE Maths and English

### Person Specification

* Excellent analytical skills and business acumen
* Strong interpersonal and teamwork skills
* Excellent written and oral communication skills
* Excellent time management skills
* Strong knowledge of Microsoft Office package

# Application Form

Please complete this application as fully as possible and return to **careers@cavanaghkelly.com**. **CVs will not be accepted**.

### Contact Details

|  |  |
| --- | --- |
| **First names** | **Surname (Dr, Mr, Mrs, Miss, Ms)** |
| **Email Address:** | |
| **Address**  **Postcode** | |
| **Telephone No: (the best number to reach you on)** | |
| **Do you need a work permit to take up employment in the UK?**  **We can only accept applications from candidates who are already entitled to live**  **and work in the UK without restriction.** | |

### Education

Please provide details of all subjects and grades achieved for GCSE, AS Level, A Level or equivalent

Please duplicate these tables if necessary.

#### Secondary Education

|  |  |  |
| --- | --- | --- |
| **Name of School/ College** |  | |
| **Date from – to** |  | |
| **Subjects and grade achieved** | Subjects: | Grade: |

|  |  |  |
| --- | --- | --- |
| **Name of School/ College** |  | |
| **Date from – to** |  | |
| **Subjects and grade achieved** | Subjects: | Grade: |

#### Higher Education

|  |  |
| --- | --- |
| **Name of University** |  |
| **Date from – to** |  |
| **Title of Undergraduate degree** |  |
| **Classification expected/ awarded** |  |
| **Main subjects with examination results or course grades to date** |  |
| **Details of any awards or scholarships won** |  |

|  |  |
| --- | --- |
| **Name of University** |  |
| **Date from – to** |  |
| **Title of Postgraduate degree (if relevant)** |  |
| **Classification expected/ awarded** |  |
| **Main subjects with examination results or course grades to date** |  |
| **Details of any awards or scholarships won** |  |

### Work Experience

Please duplicate these tables if necessary.

|  |  |
| --- | --- |
| **Name of Employer** |  |
| **Dates From - To** |  |
| **Job Title** |  |
| **Description of work undertaken** |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| **Dates From - To** |  |
| **Job Title** |  |
| **Description of work undertaken** |  |

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| **Name of Employer** |  |
| **Dates From - To** |  |
| **Job Title** |  |
| **Description of work undertaken** |  |

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| --- | --- |
| **Name of Employer** |  |
| **Dates From - To** |  |
| **Job Title** |  |
| **Description of work undertaken** |  |

### Career Choice

Please use no more than 250 words for each question

|  |
| --- |
| **Explain what attracts you to a career in Chartered Accountancy** |
| **Please tell us why you would like to work for CavanaghKelly** |
| **CavanaghKelly’s core values are Challenge, Impact, Passion and Positivity. Please explain how you would implement these core values into your working day.** |
| **Please provide details of any extra curricular activities that you have been involved with that would make you suitable for this role** |

### Further Information

|  |  |
| --- | --- |
| **Any other qualifications / skills, e.g. knowledge of foreign languages (indicate proficiency), computer literacy, systems use etc** |  |
| **Do you have a full Driving Licence?** |  |
| **Do you have access to a car?** |  |
| **Please mention any points you wish to raise at interview** |  |

### References

|  |  |
| --- | --- |
| **Name:**  **Company Name:**    **Full Address:**    **Postcode**  **Job Title:** | **Name:**  **Company Name:**    **Full Address:**    **Postcode**  **Job Title:** |
| Telephone  Email:  **(Essential)** | Telephone  Email:  **(Essential)** |

### Declaration

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.

Under the terms of the Data Protection Act 1998, I agree that the information given in the application and monitoring forms may be processed to provide management information for recruitment and equal opportunities monitoring purposes.

Signature: **……………………………………………………………** Date:  **……………………………………………**

**Please return your completed form to** [**careers@cavanaghkelly.com**](mailto:careers@cavanaghkelly.com)

**PRIVATE AND CONFIDENTIAL**

## Employee Monitoring Questionnaire

**Job Reference: GTCA10.20**

|  |  |  |  |
| --- | --- | --- | --- |
| COMMUNITY BACKGROUND | | | |
| Regardless of whether you actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.  Please indicate the community to which you belong by ticking the appropriate box below: | | | |
|  | I am a member of the Protestant community  I am a member of the Roman Catholic community  I am a not a member of either the Protestant or the Roman Catholic communities | | |
| *If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application for a position.* | | | |
| SEX | | | |
| Please indicate your sex by ticking the appropriate box below: | | | |
|  | | | |
|  | Male |  | Female |
| CRIMINAL CONVICTION | | | |
| Have you ever been convicted of a criminal offence, which is not spent under terms of the Rehabilitation of Offenders (NI) Order (1978). | | | |
|  | | | |
|  | Yes |  | No |
| *If you answered ‘yes’ please add further information.*  Click here to enter text. | | | |
| DISABILITY | | | |
| Under the Disability Discrimination Act 1995 a person is deemed to be a disabled person if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Please note that it is the effect of the impairment without treatment which determines whether an individual meets this definition. | | | |
|  | | | |
| Do you consider yourself to have a disability? | | | |
|  | | | |
|  | Yes |  | No |
| If you answered ‘yes’ please indicate the nature of your impairment by ticking the appropriate box or boxes below: | | | |
|  | Physical impairment |  | Learning disability or difficulty condition |
|  | Sensory impairment |  | Long-standing or progressive illness or health |
|  | Mental health condition |  | Other Click here to enter text. |
| *If you answered ‘yes’ please state any support that you would require to attend an interview.*  Click here to enter text. | | | |
| ADVERTISING | | | |
| To monitor the effectiveness of our advertising, please indicate where you saw this position advertised. | | | |
|  | CavanaghKelly website  Nijobs  Other (please state where) | | |
| Click here to enter text. | | | |
| |  |  | | --- | --- | |  | Agree *(by ticking Agree you are accepting the terms of the UK Data Protection Notice).* |   *Please click on the hyperlink to view the UK data protection notice.* [*https://www.cavanaghkelly.com/privacy-policy*](https://www.cavanaghkelly.com/privacy-policy). | | | |