

COME AND JOIN US

WE ARE CURRENTLY RECRUITING
**TRAINEE PORTFOLIO
ASSOCIATE**

LOCATION: GERRARDS CROSS
FULL TIME
COMPETITIVE SALARY

Nunn Hayward are a well-established and growing Chartered Accountancy firm based in Gerrards Cross, South Buckinghamshire, providing high quality advisory and compliance services in the areas of accountancy, audit and tax to a broad range of clients.

We are a friendly firm of currently around 70 people. Small enough for you to know everyone and feel an integral part of the Nunn Hayward team, whilst being large enough to provide a structure that offers development and career progression within the firm.

WHO WE ARE

Our core principals are not only to be a trusted advisor but to also put our people first. We constantly drive change and encourage our teams to lead the conversation with clients when it comes to helping them shape their future. Not only do we work closely with our clients to help them overcome the challenges of today, but to enable them to be ready for the challenges of tomorrow.

Our deep skill set and breadth of experience across the firm enables us to undertake and manage a number of high-profile and interesting clients.

THE ROLE

This is an exciting role and will be most suited to someone with a keen interest in Accountancy, thrives under pressure, is delivery focused, enjoys accountability, has a 'can-do' attitude and is looking to improve their skills and competencies through self-development.

BENEFITS

These include:

- 23 days leave plus bank holidays on study leave package. Moving to 25 once qualified
- Loyalty scheme for additional holiday
- CSR focused
- Pension scheme
- Training & technical resources
- Staff socials
- Stress classes and Squash membership
- Discounts at local shops
- Employee support membership

JOIN US FOR A FULFILLING CAREER JOURNEY

At Nunn Hayward we understand that a successful career is built on a foundation of supportive teamwork, continuous growth, and meaningful contributions. We are more than just an accountancy firm – we are a community of dedicated professionals who are passionate about empowering our staff.

JOB DESCRIPTION

Job Title: **Trainee Portfolio Associate**
Reports to: **Portfolio Manager**

RESPONSIBILITIES WILL INCLUDE:

- Bank reconciliation.
- General bookkeeping
- Management of accounts payable including data entry of purchase invoices and expenses and organising payment runs.
- Managing control processes including checking approval and supplier details.
- Completion of payment runs on the bank for the client.
- Preparation and submission

IDEAL CANDIDATE:

- Organisational skills.
- Attention to detail.
- Responsiveness and outstanding client service.
- Task focused, being able to meet deadlines.
- A team player, helping the wider team if assistance is required.
- Have experience within an accounts/bookkeeping role and working towards AAT qualifications.

Send your CV to recruitment@nhllp.com