

MOORE STEPHENS



Discover...what's possible  
Graduate careers in accountancy

[www.moorestephens.co.uk/careers](http://www.moorestephens.co.uk/careers)

PRECISE. PROVEN. PERFORMANCE.

# Welcome

Welcome to our graduate brochure and your starting point to discovering what's possible from a career in accountancy with Moore Stephens.

## Simon Gallagher Managing Partner

Moore Stephens continues to evolve to be an ambitious, entrepreneurial and growing firm, and at the heart of this is our people. Our values underline our 'one firm' vision in which we advocate a culture of teamwork, collaboration and respect.

This brochure can help you discover all aspects of a career with Moore Stephens, and throughout you'll hear from our people who provide an authentic insight into working with us.

I wish you the best of luck, and hope to welcome you to Moore Stephens in the near future!



**MS Careers** @MSLLP\_Careers

3m

We recognise you are our future and we're always looking for enthusiastic and driven [#graduates](#) to join us. [#gradcareers](#) [#accountancy](#)



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# Discover...Moore Stephens

Moore Stephens is the UK's 9th largest accounting and consulting firm, comprising some 1,700 partners and staff in 39 locations.

Our clients range from individuals and entrepreneurs, through to large organisations and complex international businesses. We partner with them, supporting their aspirations and contributing to their success. Our in-depth understanding of our clients allows us to deliver focused accounting and advisory solutions, both locally and globally.

Clients have access to bespoke services and solutions, including audit

and assurance, business support and outsourcing, payroll and employers' support, business and personal tax, governance and risk, corporate finance, forensic accounting, wealth management, IT consultancy, and restructuring and insolvency.

Our success stems from our industry focus, which enables us to provide an innovative and personal service to our clients in a range of sectors.

## Recent awards:



Top 50  
Audit Team  
of the Year





# Discover...the ACA programme

At Moore Stephens we offer graduates the opportunity to join the firm as an associate, securing a 36 month training contract with full study support towards completing the ICAEW ACA (Institute of Chartered Accountants in England and Wales, Association of Chartered Accountants) professional qualification. We have an intake every September and January, with graduates primarily joining our London, Birmingham and Reading offices.

In addition to a competitive salary and flexible benefits we also cover all the first time costs for your tuition and exams, including time out of the office to attend college, and provide a bespoke internal trainee development programme (TDP) to maximise your personal and technical skills.

The ACA itself is split into three levels, certificate, professional and advanced, and we've put together a structured exam pathway to give our associates the best opportunity to succeed.


Within the ACA programme you would gain a breadth of experience working across our varied client base (see pages 24-25) which, once you've qualified, means you can make an informed decision about where you specialise. Throughout the programme we also encourage you to have conversations about your career pathway (pages 22-23), including linking in across the firm to take advantage of internal secondment opportunities with our diverse range of service lines (pages 8-9).

Certificate Level	Professional Level	Advanced Level
Accounting	Business planning	Case study
Management information	Business strategy	Corporate reporting
Principles of taxation	Audit and assurance	Strategic business management
Assurance	Financial accounting and reporting	
Business and Finance	Tax compliance	
Law	Financial management	
<ul style="list-style-type: none"><li>Each module has a 1.5 hour computer-based exam</li><li>Sat in three sittings, two exams at a time</li><li>Available as a standalone qualification, the ICAEW Certificate in Finance, Accounting and Business (CFAB)</li></ul>	<ul style="list-style-type: none"><li>Each module has a 2.5-3 hour written exam</li><li>Sat in two sittings, three exams at a time</li><li>Learn to apply your technical know-how to real life scenarios</li><li>Once completed you would be part-qualified</li></ul>	<ul style="list-style-type: none"><li>Each module has a 3-4 hour exam</li><li>Sat in one sitting, three exams at a time</li><li>Application of technical knowledge to more complex, senior level, scenarios</li></ul>


# Discover...business services

As an ACA associate you could join our audit stream, or our business tax or private client tax service lines. Discover which department you should join using our skills match tool below, and have a look at page 11 to find out more about what your specific role could entail.


Get me somewhere...>



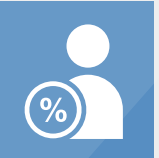
Business tax




Corporate audit



International institutions & donors assurance



Private client tax



Public sector audit

Skills

Analytically minded – problem solver

Client focus

Flexible

Fluency in a foreign language






Sharp attention to detail






Strong communicator




Strong organisational skills


Working as part of a team






Working autonomously









































Audit




Business outsourcing




Business tax




Corporate finance




Employer's support & payroll




Forensic investigations and fraud




Governance, risk & assurance




IT consulting services




Private client tax




R&D & grants




Regulatory consulting




Restructuring & insolvency




Trusts & estates



Tax investigations



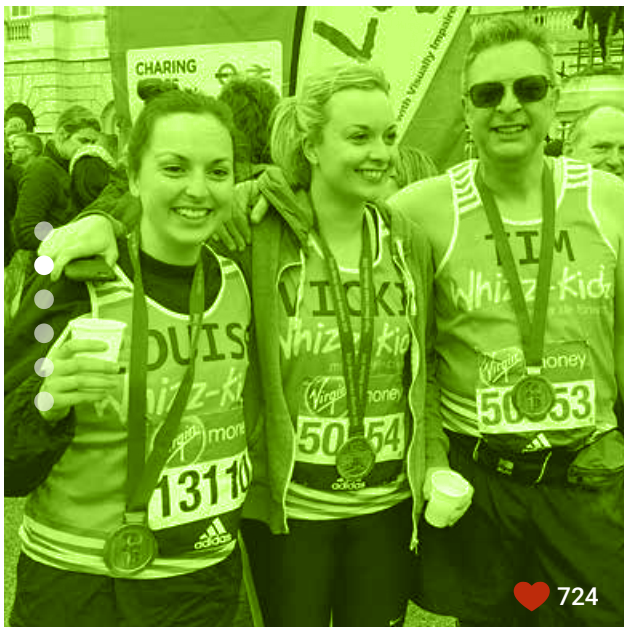
VAT



Wealth management

8

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# Discover...graduate opportunities

Now you've taken our skills match quiz (page 8), and found out which department you would suit, find out more about what your day-to-day role would involve.

## Business tax

You will be providing bespoke tax services to clients and dealing with queries from compliance through to high-level advisory work. You will prepare tax returns and computations, carry out tax planning/consultancy work, and deal with HMRC, clients and third parties.

## Corporate audit

In this department you will need an analytical mind as you join a pool of trainees working with managers and partners to provide audit and accounting services to a broad range of clients. You will work with businesses in a variety of sectors, from financial services to technology companies and sports clubs.

## International institutions and donor assurance

A specialist department that carry out audits of international development aid and other publicly-funded projects all over the world, to ensure donors' funds are properly used and soundly managed. Major clients include the United Nations and European Commission.

## Private client tax

This department assists individuals with all aspects of their financial affairs, from compliance through to complex planning. The key requirement to succeed in this department is being able to communicate technical issues simply.

## Public sector audit

You will be involved in the audit of statutory accounts, internal audit and advisory assignments in the central government, local government, health and education sectors within the UK and overseas.

Whichever department you choose the Moore Stephens ACA programme will equip you with the necessary skills and experience to start your career on the right track!

# Discover...your first year

An overview of your first year working and studying to become an ACA chartered accountant with Moore Stephens.



# Discover...life at Moore Stephens

We speak to ACA associate Grace Pay in Reading.



Moore Stephens

Hi Grace. Tell us about yourself.

Grace Pay

I've been part of the audit team in the Reading office for nearly two years. Prior to this, I worked in merchandising at the head office of M&S, having graduated with a degree in Physiology.

What's your experience of Moore Stephens been so far?

It is a welcoming and friendly firm. I am expected to work hard, but I'm supported by encouraging and down-to-earth colleagues who always make time to offer help and advice. I have been privileged to work on audits in a wide variety of industries including education, technology and even pig-farming!

What's the social life like?

The Reading office has a close-knit team of ACA trainees. We often make time for pay-day drinks or the occasional team lunch in town. The trainees are part of the Thames Valley Young Professionals networking group, as well as the Thames Valley Chartered Accountant Student Society (TVCASS). These give us the chance to get to know other young professionals in the area, both within the accountancy world and from other professions such as law and banking.

What's been your best moment?

My best moment was carrying out a stock take at a pig farm in Somerset. I had to arrive at 8am for a delivery of 2,000 piglets, and spent the day counting them off the lorry, with the farmer. This is not something you would imagine the typical 'accountant' doing, but certainly a fun experience I'll never forget!



For more about Grace Pay please visit  
[www.moorestephens.co.uk/careers/gr/meet-our-graduates/grace](http://www.moorestephens.co.uk/careers/gr/meet-our-graduates/grace)



# Discover...our values

We hear from four representatives across the firm to understand how our values are intrinsic to the day-to-day culture and performance of Moore Stephens.

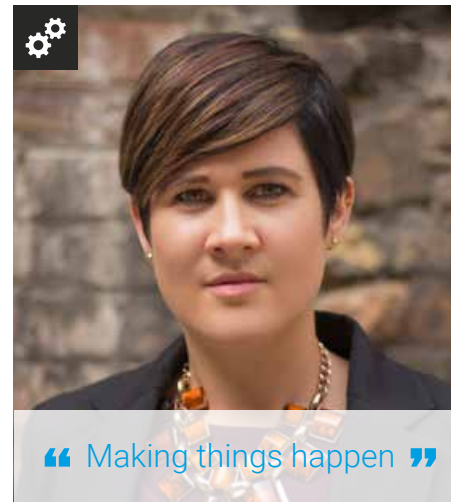
**Tim Fussell**

**Department Head, Business Tax, London**

Going home at night knowing I have made a positive contribution either for the benefit of a client, or in my role as department head, is what gives me satisfaction. We cannot be experts in everything, and part of delivering excellence involves identifying the best person for the task. Passing on an opportunity to a colleague better placed to advise than you is a strength and not a sign of weakness.



“ Delivering excellence and value ”



**Karen Rietveld**

**Director, Learning & Development, London**

I have never believed in sitting and waiting for things to happen – I make them happen. I am naturally curious, enjoy finding solutions rather than pondering over problems and trying new ways of working. I find that I have the opportunity to do this in my role at Moore Stephens on a daily basis. In our growing firm, I am motivated by the fact that my ideas are heard and I am supported in making it a reality.

“ Making things happen ”



**Tejal Davda**

**Director, Corporate Audit, London**

To me, this means to work together as one firm providing a service that is tailored to meet our clients' needs and enabling us to develop, grow and succeed individually and as a firm. Working with others is an inherent part of my role, ensuring that our teams consist of the right people with the right skillset in order to provide a service that adds value to our clients.

“ Working and growing together ”

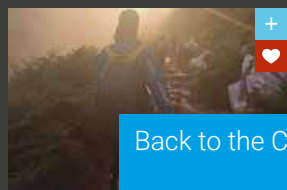
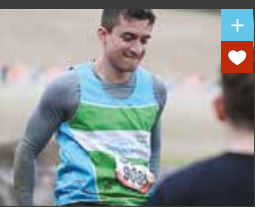
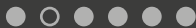
**Ryan Southall**

**Senior Manager, Corporate Audit, Birmingham**

I believe that having a strong moral compass is important for individuals personally and also for the firm as a whole. Doing what is right does not always mean doing what is 'easiest'. In fact, it often means the opposite. This is especially true in my role. In audit it is important for me to always consider the consequences of my actions and act in the best interests of all parties involved.



“ Doing what's right ”



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## Discover...CSR & social activities

Moore Stephens is not all about work! We want our staff to get involved with fundraising and encourage developing close relationships with colleagues through various social activities.

### CSR

Moore Stephens have a dedicated Corporate Social Responsibility (CSR) team who organise a variety of fundraising events for our Charity of the Year.

Whether you want to walk from London to Brighton, run 10k, or bring out your daredevil side and walk through fire, we have a fundraising event for everyone!

### Social

Moore Stephens is a sociable firm, and in addition to regular after-work drinks, the highlight of the calendar year is the Christmas dinner and dance held at the Grosvenor House Hotel on Park Lane.

We also host a summer party, regular pub quizzes and have various sports teams you can get involved in.



Looking forward to a lovely bath tonight. My feet are killing me. But worth every minute!!

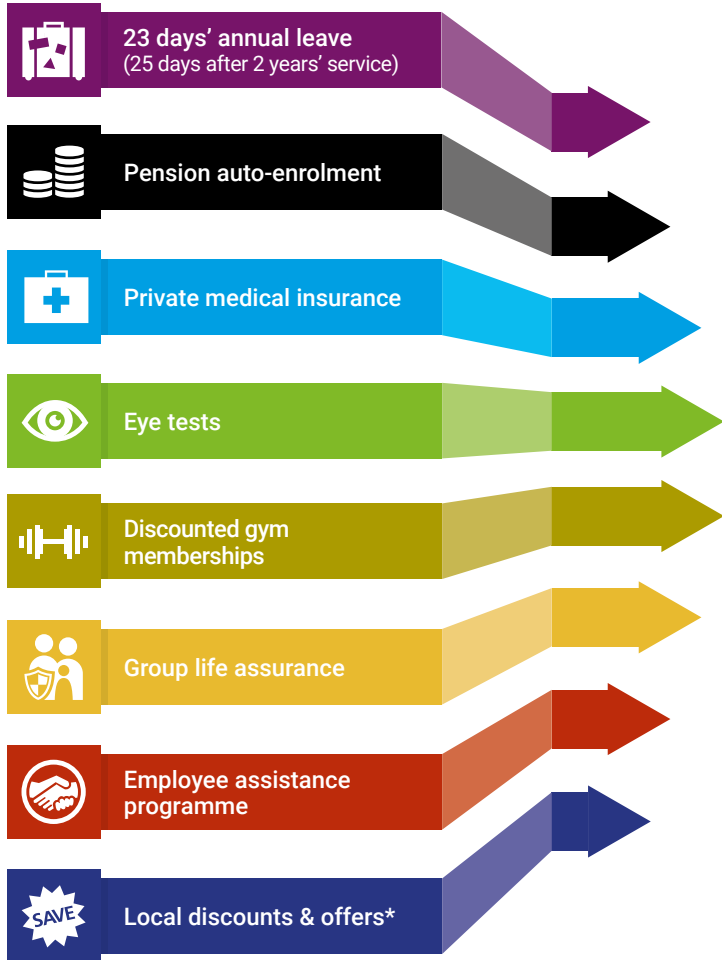




# Discover...benefits

We recognise perks are important, so we offer our people a wide range of both core and voluntary benefits.

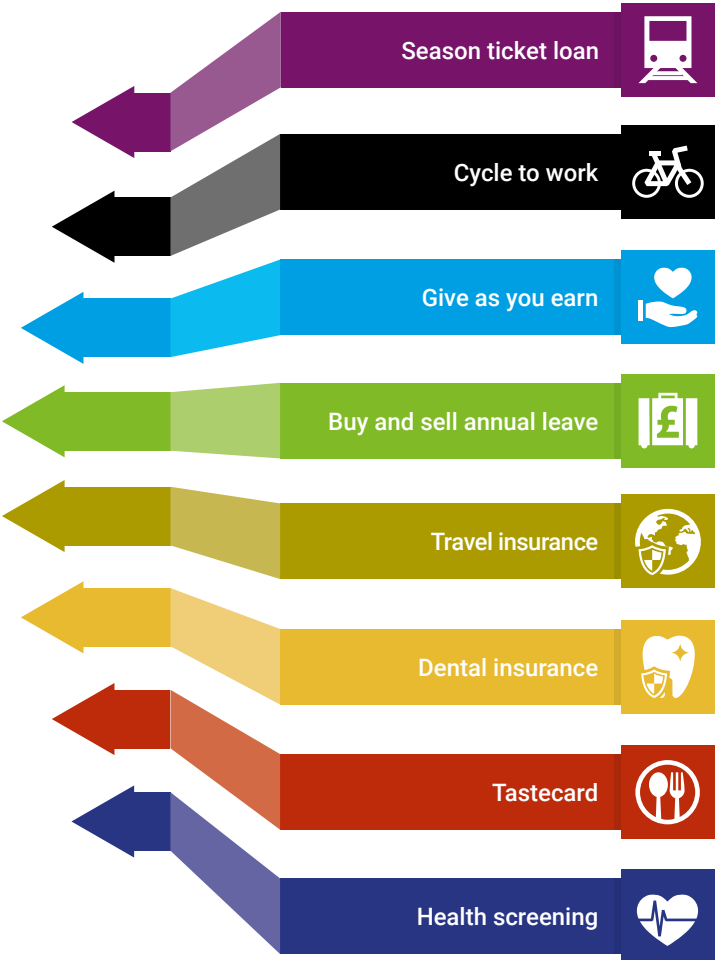
Core benefits include:



\*such as hotel accommodation, fashion, health and beauty, theatre tickets and travel



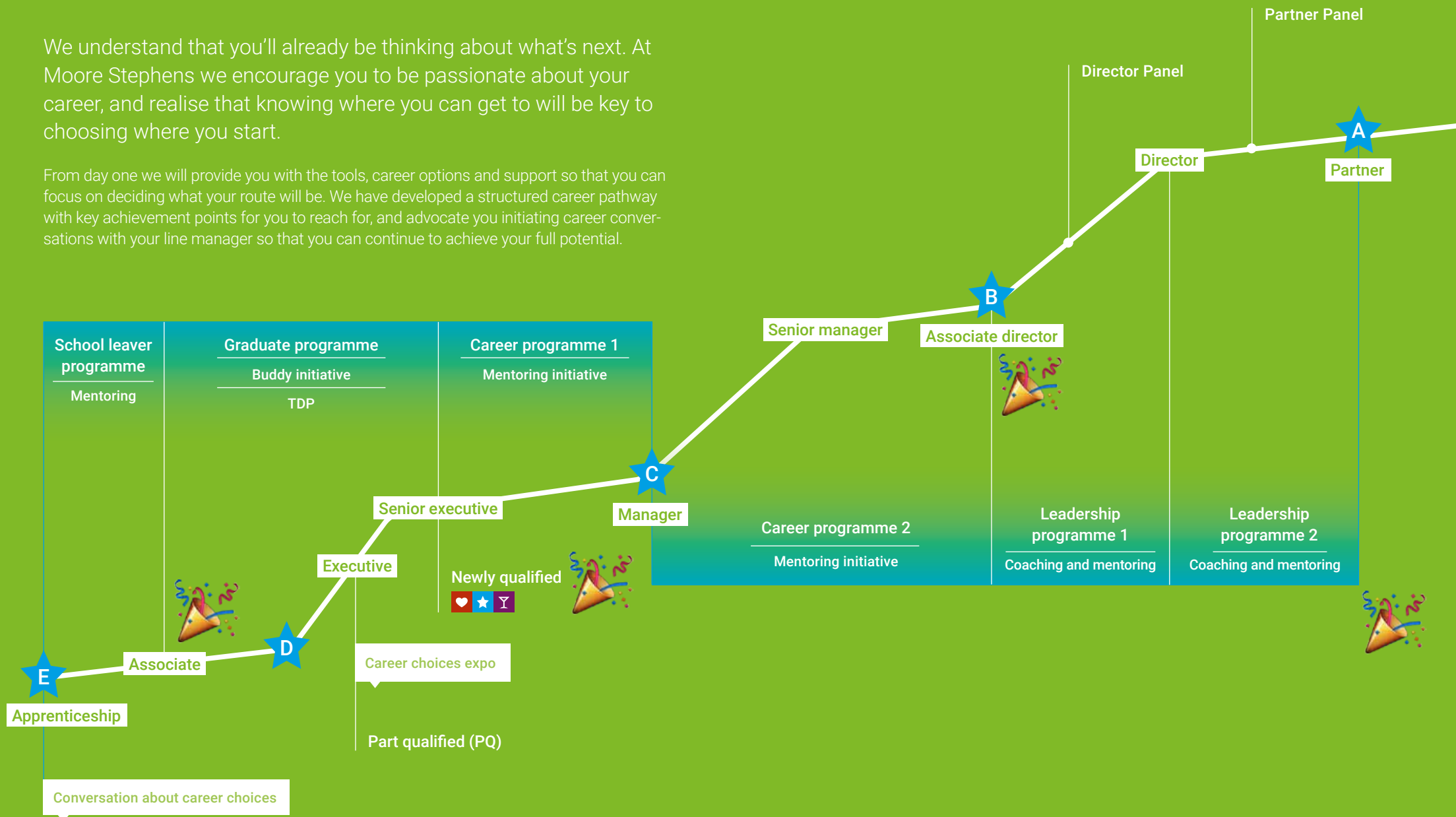
Voluntary benefits include:



# Discover...career pathways

We understand that you'll already be thinking about what's next. At Moore Stephens we encourage you to be passionate about your career, and realise that knowing where you can get to will be key to choosing where you start.

From day one we will provide you with the tools, career options and support so that you can focus on deciding what your route will be. We have developed a structured career pathway with key achievement points for you to reach for, and advocate you initiating career conversations with your line manager so that you can continue to achieve your full potential.



\*Job titles may vary



# Discover...business sectors

Moore Stephens provides a variety of services to a diverse range of sectors. Our focus on excellence in a number of key business sectors enables us to deliver practical, commercial solutions to our client's unique problems.

As an ACA associate you'll train as a generalist gaining experience working with a large number of clients across a diverse range of sectors. By starting broad, once you qualify, you'll be in a position to make an informed decision about where you choose to specialise.

An example of some of the diverse clients we work for:



# Discover...life at Moore Stephens

We speak to current ACA associate Will Tingle in London.

Moore Stephens

Hi Will. Tell us about yourself.

Will Tingle

I've been at Moore Stephens for nearly 18 months now. I work in public sector audit (PSA) in the London office and have recently become part-qualified.

What's your experience of Moore Stephens been so far?

Very positive! I've been able to do some great jobs and have had a very varied experience. One of my favourite audit experiences to date includes being involved in a Ministry of Defence audit where we had to count tanks as part of the fixed asset testing. For me this narrowly beats visiting Guildhall Art Gallery to verify the existence of some portraits as part of our audit of City of London Corporation.

What's the social life like?

The social life is good. It's nice to have both a trainee year group and department to get involved with. College is a great opportunity to spend time with my year group. The Christmas party at the Grosvenor House Hotel is certainly a highlight, particularly the karaoke that featured afterwards last year.

What's been your best moment?

I recently became PSA table tennis champion! It was an unforgettable moment which will remain with me forever and justified many months of hard training. I would like to thank my parents for all their support.

For more about Will Tingle please visit  
[www.moorestephens.co.uk/careers/gr/meet-our-graduates/will](http://www.moorestephens.co.uk/careers/gr/meet-our-graduates/will)

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# Discover...a global Moore Stephens

## International secondments

Once you're qualified, Moore Stephens offers secondment opportunities for staff with a variety of the member firms in Moore Stephens International. It's an exciting opportunity to experience new cultures and work environments, whilst continuing to build your professional network.

**Alex Baynham** swapped London for San Francisco for 6 months. A particular highlight was surviving a drive through snow to Mount Rushmore, South Dakota.



**Jessica Hahn** moved from a member firm in the US to join the London office. In addition to work she has visited nine countries since being based in the capital!



**Zeb Bhatti** took an 18-month secondment with Moore Stephens Dubai. While focusing mainly on investment funds, shipping and transport, his work took him across Europe, to Switzerland, Brussels and Rotterdam!



Moore Stephens International is a global accountancy and advisory network, headquartered in London.

Since Moore Stephens London was founded a century ago, the international network has grown to be one of the largest global accounting and consulting groups worldwide.

Offices: **667** Countries: **105** Staff: **27,081** Fees: **US\$2.682+ billion**

# Discover...myths about accountancy

The top myths about accountancy that we want to break.

## Candidate

I didn't study accountancy at uni.

Moore Stephens

No problem! We are looking to recruit graduates from all disciplines as we recognise how valuable the skills gained from studying other subjects can be. We currently have graduates from sciences and humanities subjects to name a few, and after the first four months, once you've completed the certificate papers, there's no difference between someone who studied accounting and someone who didn't.

Why's it so great working for a mid-tier firm?

By joining Moore Stephens, as a mid-tier firm, you'll be able to work on a more diverse portfolio of clients, you'll get earlier responsibility, you'll have a better work life balance and you'll also have more opportunities to interact and learn from partners. You'll also receive more recognition for your achievements, and can have a personal impact on the vision of the firm.

The exams sound hard.

Yes, they are. They will challenge you and you will need to be committed, focused and organised, but as long as you're willing to put the time in it's worth it when you qualify and can call yourself a chartered accountant at Moore Stephens. We also go over and above to give you support with teaching from our expert internal trainers, regular meetings with your appraising manager, access to our internal Learning & Development team, and an assigned buddy who will also be studying for the ACA so will be able to provide valuable advice and support.

Accountancy is all about maths.

Not true! Of course there is maths involved and you will need to have a general aptitude, but more importantly we are looking for switched on people, who are confident communicators with the ability to solve problems. Once you pass the exams accountancy is more about building relationships than doing maths.

Is accountancy exciting?

Absolutely, we have clients who vary from one-man owner managed businesses to large corporations, across a huge range of sectors from energy & renewables, sports & leisure and technology. Your role will involve visiting these businesses in small teams, and learning about how our clients and their companies tick. Sounds pretty exciting to us!



# Discover...the selection process

So you know what to expect, here's a little more information on the six stages of the Moore Stephens application process:

1



## Application form

The first stage is to apply using our online application form. All application forms are read and assessed by a member of our Graduate Resourcing Team.

3



## Review

When you've completed the FRT you will be notified via email of your results. We will combine your test score along with your application score. If you are successful in meeting our minimum criteria in both areas you will be invited to take part in a video interview.

We will also contact you via email if you have not met our minimum selection criteria, and as such will be unable to progress your application further.

2



## Financial reasoning test (FRT)

You will receive an e-mail inviting you to sit our FRT. Next you will need to follow the instructions in the FRT, and will need to follow the instructions in the email in order to complete the test invitation e-mail. Please note, unfortunately we cannot progress your application until you have completed this stage.

4



## Video interview

The video interview is quick and easy, and can be submitted via your mobile phone or tablet device. Each video will be assessed by a manager from the department you are applying to. Once the videos have been reviewed we will shortlist candidates to attend the final stage of the recruitment process, an assessment centre.

5



## Assessment centre

Assessment centres are normally held in April and June, and are an opportunity for you to learn more about the firm and the department you're looking to join, as well as demonstrate your strengths to us. Our assessment centres include:

- Presentations about the firm, the qualifications and training contract.
- An interview with a partner or manager.
- A tour of our offices.
- Two assessments; and an opportunity to meet current trainees.

Remember, assessment centres are a great opportunity for you to learn more about us, as well as the other way round, so come prepared with your questions!

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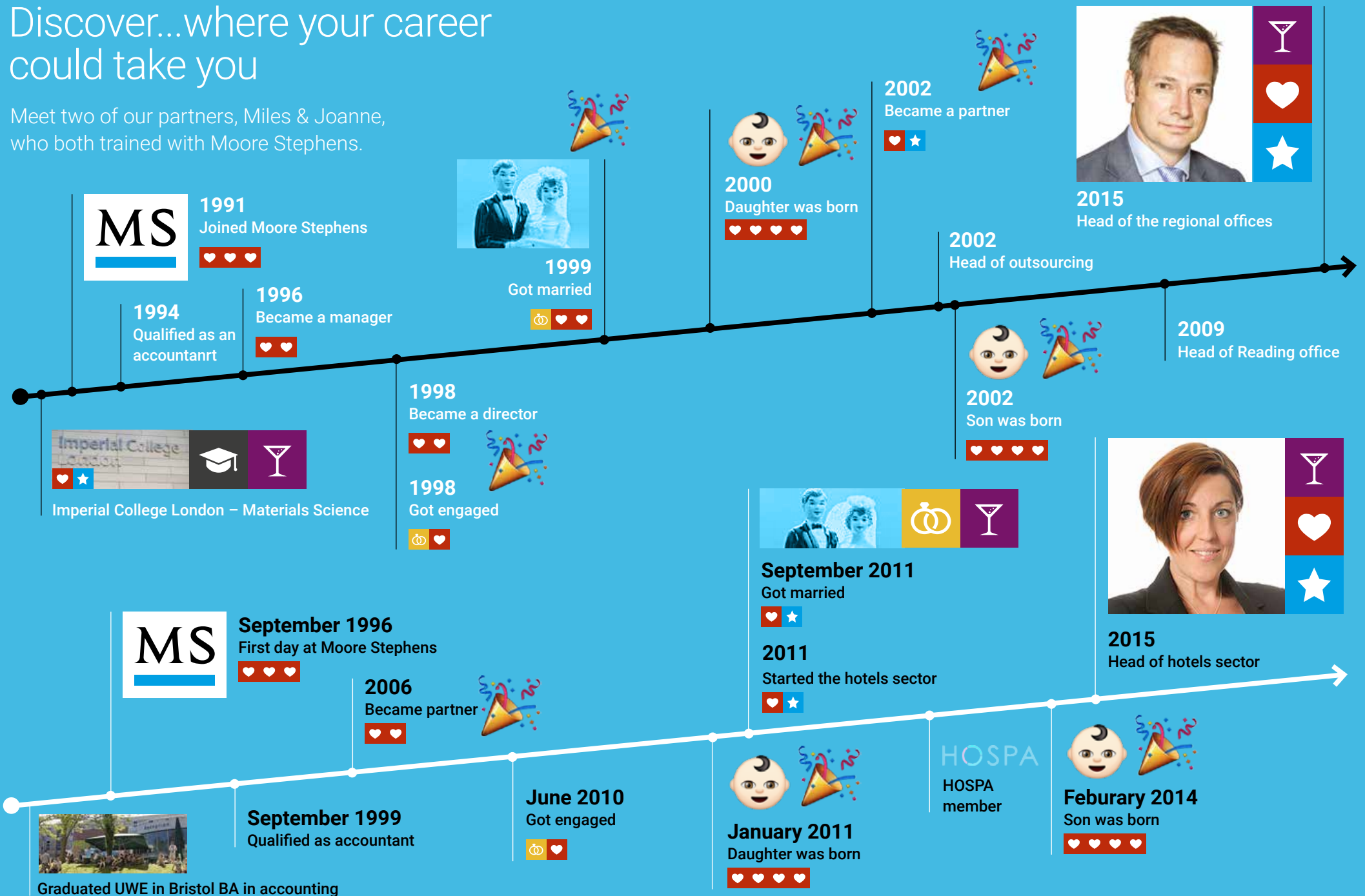


## Outcome

We know you'll be keen to learn the outcome, so we aim to inform you of the results within a week of meeting us at the Assessment Centre.

# Discover...where your career could take you

Meet two of our partners, Miles & Joanne, who both trained with Moore Stephens.




# MOORE STEPHENS

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