



MOORE

APPRENTICESHIPS
AT MOORE EAST MIDLANDS





Natalie Ellis, Director of Resources,
Moore East Midlands

MOORE APPRENTICESHIPS

“Welcome to your starting point to discovering what’s possible from an apprenticeship at Moore East Midlands.

At Moore, we offer apprenticeship programmes for school leavers looking for an alternative to university and recent graduates as well as those looking for a new career. As an apprentice, you’ll work at Moore full time, earning a full salary. In addition, we also cover all the first time costs for your tuition and exams, give you time out of the office to attend college and study, all alongside our internal trainee development programme – designed to maximise your personal and technical skills.

We know that applying for a new job can be daunting, but here at Moore we want to make the process as simple and straightforward as possible. In this brochure you’ll find out all about our apprenticeship programme, hear from some of our recent apprentices, and find out how to apply.

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

MOORE QUALIFICATIONS

AT MOORE EAST MIDLANDS, WE OFFER APPRENTICESHIPS IN AAT, ACCA, ACA AND ATT.

AAT

The Association of Accounting Technicians (AAT) is governed by the AAT itself and is a stand-alone qualification.

If you have A Levels, the qualification is split over four stages; however we usually find our apprentices can fast track past the first two to complete only the Advanced Diploma in Accounting, and the Professional Diploma in Accounting within the Moore apprenticeship programme.

Once you've completed your AAT there may be the option for you to move onto the ACCA (Association of Chartered Certified Accountants) or ACA qualification.

You can find out more about the AAT qualification at www.aat.org.uk

As an AAT, ACCA or ACA apprentice you would become part of our Audit and Accounts or Business Support departments where you would have the opportunity to learn from experienced professionals, deal with clients on a daily basis and build your professional portfolio as well as progressing through your qualification.

These teams provide clients with the full range of accounting services, effectively acting as their accountants. You would gain exposure to the full range of services including bookkeeping, accounts preparation, audit, management accounting, VAT compliance, cloud accounting, forecasting and budgeting and any other ad hoc advice and assistance on accounting matters, working with clients across our varied portfolio.

ACCA OR ACA

The ACCA and ACA qualifications are the two leading accountancy qualifications in the UK. There are a range of entry points depending on your existing qualifications or work experience – if you've got GCSEs or A Levels we would usually get you to complete the AAT qualification first to give you a solid background in accounting. If you're a graduate, you can usually go straight onto the ACCA or ACA qualification.

In order to achieve the ACCA or ACA qualification, you will have to:

- **Complete a maximum of 15 exams (although there may be exemptions depending on your prior experience and qualifications)**
- **Evidence three years of practical work experience (450 days for ACA) within a relevant role.**
- **For ACCA, you will also need to complete an Ethics and Professional Skills module**

Depending on where you start, it takes between three to five years to become fully ACCA or ACA qualified.

You can find out more about the ACCA qualification at www.accaglobal.com and more about ACA at www.icaew.com

ATT

The Association of Tax Technicians (ATT) is a stand-alone qualification governed by the ATT itself.

On achievement of the ATT Qualification and with two years' experience, students can apply for ATT membership. Members are entitled to use the letters ATT after their name and the descriptive title 'Taxation Technician'.

Once you've completed your ATT you may also have the option to move onto the CTA (Chartered Tax Advisor) graduate level qualification.

You can find out more about the ATT qualification at www.att.org.uk

You will be relatively office based in this team, dealing with both business and private tax compliance for a variety of clients.

Joining us as an ATT apprentice you would join our tax department where you would have the opportunity to learn from experienced professionals, and build your professional portfolio. Studying for the ATT will ensure you have the latest industry knowledge combined with practical work experience.





MOORE PEOPLE

Apprenticeship vs. university?

Still not sure whether an apprenticeship is right for you? If you know where you want to get to, an apprenticeship programme can be the quickest and most effective way to get there. Plus you get work experience, a full salary and avoid the university debt.

We asked two of our recent Moore apprentices, Natasha Fenner and Myles Phillips about why they chose the apprentice route.

Why did you decide to go down the apprenticeship route?

NATASHA: I didn't want to go to university as I didn't want a big debt hanging over me.

MYLES: The combination of study and experience that the apprenticeship scheme provided was really appealing, and something I wouldn't have had if I had gone to university to study accountancy.

What do you like about the apprenticeship scheme?

MYLES: You feel really valued and productive – you can see that you're doing something that's really making a difference.

NATASHA: Learning as an apprentice made me feel like an adult – going to work every day and earning my own money. I've always loved the fact that I'm paying my own way. If I had gone to university I wouldn't have been able to.

Why did you choose Moore?

NATASHA: I chose Moore because the provided me with so many opportunities. When I left school, I didn't really know what career I wanted so I started a Business Administration apprentice at Moore. Within my first 12 months, Moore gave me the opportunity to assist in various departments alongside my secretarial role. After a couple of months, I knew my career was in the management accounts department. Five years later, I wouldn't change my career choice.

What would you say to someone thinking of applying?

NATASHA: Apply! An apprenticeship is ideal for people who want to kick start their career. And the team at Moore don't just leave you to get on with it, they are always there to provide support. An apprenticeship is certainly not easier than university but it is definitely rewarding.

MYLES: Apprenticeships seem to have a lot of negative connotations, as if they're only for those who aren't able to go to university but that's just not true. Working at a firm like Moore, not only are you earning a wage, but you get a lot of experience in different areas and lots of opportunities to learn new things. It's great.



MOORE SUPPORT

We want you to feel at home here so support is on hand at all times.

REGULAR ONE-TO-ONES

You'll catch up regularly with your manager to discuss how you're getting on, any areas in which you need more support and to set objectives going forwards.

MENTORING

You'll be assigned a 'buddy' or mentor from your peer group. Your buddy will be sat nearby so that they're always available to answer any questions and show you how the systems work, as well as helping with the important things like who's who and where's good for lunch! Your buddy may be studying or will have recently completed a qualification too, so they can also support you in your studies.

EXAMS

Regardless of the qualification you're taking, your exams and study will be staggered throughout the apprenticeship programme so you have time to put what you've learnt into practice in your day job.

BOOKKEEPING

Prior to starting the professional training we pay for all our apprentices to attend a week long bookkeeping course which provides a good level of base knowledge, and sets you on the path to achieve before you start your professional exams.

We recommend that you discuss your career progress regularly with your line manager.

MOORE BENEFITS

Perks are important. In addition to a competitive salary, we offer a wide range of benefits:

- paid study leave
- 20 days holiday plus statutory bank holidays
- group personal pension scheme
- life assurance cover
- profit related bonus
- paid overtime or time off in lieu
- option to buy and sell holiday
- salary sacrifice scheme

There's free parking for all staff onsite, and a car share scheme and cycle to work scheme for those going green.

As an added incentive, there's an additional five days holiday when you qualify too. You also receive a pay increase for each exam passed.

And because it's often the little things that make the biggest difference, we also provide free tea, coffee, soft drinks, biscuits and fresh fruit for everyone.

ABOUT MOORE EAST MIDLANDS

Moore East Midlands are chartered accountants and business advisers with offices locally in Peterborough and Corby. We also have a small, serviced office in Northampton but this is not staffed. The firm has 10 partners and directors and around sixty additional staff. We have a diverse workforce, from school leavers right through to those approaching retirement.

We are an independent member of Moore UK, a top 15 accountancy and consultancy network with offices in more than 30 locations. We are also part of the Moore Global network, a global family made up of over 30,000 people across more than 110 countries.

We offer a complete solution to businesses and individuals, including audit and assurance, business support and outsourcing, payroll and employers'

support, business and personal tax, governance and risk, corporate finance, wealth management and much more.

Our clients range from individuals and entrepreneurs, through to large organisations and complex international businesses so you'll gain experience working with a wide variety of clients across a range of sectors.

Being part of a top 15 UK accountancy network while you study means you'll learn from working alongside experienced professionals, deal directly with a wide variety of clients and get the opportunity to build your professional network.

OUR COMMITMENT TO DIVERSITY

At Moore East Midlands, everyone is encouraged and empowered to be themselves. We are committed to building a diverse and inclusive team which reflects the communities we live in and serve. All qualified applicants, regardless of age, gender, race, disability, sexual orientation or religious background are encouraged to apply.



LIFE AT MOORE

Moore is not all about work. We want our staff to find the right work/life balance and develop close relationships with colleagues.

CORPORATE SOCIAL RESPONSIBILITY

Charity and community work is encouraged, both within and outside of the office.

Moore has a dedicated charity team who organise a variety of fundraising events for our charity of the year. In addition to the usual raffles, quizzes and dress down days, other recent events have included a round-the-office Easter Egg hunt, a 'pizza and bingo' night, a rugby World Cup predictor, a Moore bake off and a charity car rally.

We also encourage staff to play an active role in the local community. Externally, our people take part in a number of different community and charity activities, including supporting local churches, mosques and schools, and taking part in numerous physical challenges to raise money for charity.

SOCIAL EVENTS

Moore is a sociable place to work. Highlights have to be our annual Christmas party and summer family BBQ but there are also regular quiz nights, welcome lunches for new starters, and team building events such as go-karting or an Escape Room





MOORE PEOPLE

We speak to recent apprentice Chloe Hickman to find out how joining an apprenticeship programme shaped her career.

Why did you choose a job over university?

I joined Moore's Corby office in 2014 as a trainee accountant. I really enjoyed maths at school and wanted a role that involved dealing with numbers. I had always planned to go to university, but when I heard about the apprenticeship with Moore (then known as Moore Stephens) I thought that might be a good opportunity for me.

What support did you get when you joined Moore?

I was looked after by the accounts and audit team and mentored by two colleagues who had already been through the same programme. They showed me the ropes when I had no previous knowledge or experience. I was sent on courses to help me with my basic accountancy skills as well as enrolling onto an apprenticeship scheme straight away.

How has the qualification impacted your career?

My career would have only just started if it wasn't for Moore! If I had gone to university, I would only just be finishing my degree now. Instead, I have more than five years' work experience, my AAT qualification and I'm only a few exams away from gaining my ACCA qualification and becoming a fully qualified chartered accountant. I have no regrets at all about not going to university. An apprenticeship in accountancy is hard work and a big commitment, but it's definitely worth it.

What advice would you give to apprentices?

Take all of the help that you are offered and use it as a tool to build yourself and your career. Don't shy away from opportunities to learn and grow – If you step out of your comfort zone, you'll surprise yourself!

Tell us about your role at Moore

My role at Moore is really varied; I do a bit of everything, from accounts preparation and audit jobs to bookkeeping and payroll work as well. There's definitely no time to get bored, and getting such a wide range of experience is great as it gives me a good grounding in different areas of the business.

Apprentices at Moore are given a lot of responsibility. When preparing accounts, a client will bring in a set of books and records and I transform them into a set of accounts to be submitted for tax and VAT returns. When I'm working on an audit, it involves going out to clients' premises and working closely with them to review their internal processes and check that everything is correct. I also have to help the payroll department to ensure payrolls are processed correctly as well as helping with admin work, archiving and filing.

It's great to feel so trusted. I'm given the freedom to give it a go and if I make a mistake the supervisors and partners let me know what I need to do to improve. I really enjoy working for Moore – every day is different and there's never been a day where I've thought 'I don't want to go to work today!'

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MOORE POTENTIAL

If you go on to complete a graduate level professional qualification, the world of Moore is your oyster!

We encourage you to see Moore as a place to build a career. From day one, we will give you the tools and support you need so that you can focus on your future.

Through your apprenticeship programme there are structured promotions and pay increases included as part of your role. From there, the opportunities are what you make them.

CAREER DEVELOPMENT

Everyone is different, so we offer a diverse range of career paths. Following completion of your professional qualification you have the opportunity to consider specialising in a particular sector, or taking advantage of an internal or international secondment.

Specialisms. Within our apprenticeship programmes you'll typically train as a generalist gaining experience working with a large number of clients across a diverse range of sectors. This means once you complete Level 7 of your apprenticeship you'll be perfectly placed to choose where you would like to specialise.

Internal secondments. Once you complete your qualification you may want to take advantage of the variety of services the firm offers and consider an internal secondment to broaden your experience and exposure.

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

Whether you start out as a graduate or an apprentice, an auditor or a tax adviser, we'll give you the opportunity to realise your full potential.

REQUIREMENTS

As well as hearing about what we're offering you, we also think it's helpful for you to know what type of candidate we are hoping to find.

We are looking for switched on people who are ambitious, driven and ready to kick start their career in accountancy. Whether you've just left school, finished your degree, or are looking for a change in careers, our apprenticeship programme can provide you with the skills and qualifications you need to take the first steps into your new profession.

Every day you'll be meeting new people, working in teams and speaking with staff across all levels, so you need to be a confident communicator with heaps of passion and enthusiasm. We also place real value on our staff members taking initiative and generating new ideas.

We have minimum academic criteria we need you to meet:

- **For AAT or ATT you will need at least five GCSEs grade A*-C or 4-9 with a C or a 6 or above in English Language and Maths (or equivalent).**
- **For ACCA or ACA you will also need at least two A Levels.**

All applicants must have the right to live and work in the UK – we are unable to offer sponsorship to overseas applicants.

HOW TO APPLY

All vacancies are advertised on the Moore UK website www.moore.co.uk. You can also follow us on [LinkedIn](#), [Twitter](#), [Instagram](#) and [Facebook](#) for recruitment updates. Depending on the role you're applying or application will either be by online form or submission of your CV. CVs should be emailed to recruitment.eastmidlands@moore.co.uk

Successful applicants will be invited for an interview with a partner, director or manager and a short aptitude test. The test lasts approximately 15 minutes and is designed to test your literacy and numeracy skills.

You'll also be given a tour of the office and have the opportunity to meet current trainees.

We know you'll be keen to learn whether your application has been successful so we aim to inform you of the results within a week of meeting us.

Good luck!



ABOUT THE MOORE GLOBAL NETWORK

At Moore, our purpose is to help people thrive – our clients, our people and the communities they live and work in. We're a global family made up of over 30,000 people across more than 110 countries who connect and collaborate to take care of your needs – local, national and international.

When you work with Moore, you'll work with people who care deeply about your success and who have the drive and dedication to deliver results for you and your business. You'll have greater access to senior expertise than with many firms. We'll be here for you whenever you need us – to help you see through the maze of information, to guide you in your decisions and to make sure you take advantage of every opportunity. To help you thrive in a changing world.

CONTACT US

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www.moore.co.uk

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