

A nighttime photograph of the London skyline. The Gherkin (30 St Mary Axe) is on the left, illuminated with blue lights. To its right is Paternoster House, a tall, dark building with many lit windows. The background shows other city lights under a dark sky.

LF LUBBOCK FINE

Career Opportunity
**Business Services
Trainee**

Paternoster House | 65 St Paul's Churchyard | London EC4M 8AB

Why Lubbock Fine?

Lubbock Fine is a successful 17 Partner accountancy and tax advisory practice. We are also the founder member of the award-winning global network Russell Bedford International. Due to a period of considerable growth, we plan to expand our team to 160 members of staff this year. The overarching strategy of the firm at the heart of our success is our vision to 'redefine exceptional'. Now is a perfect time to join us to be part of that success and to help shape the future.

We have a diverse range of clients, both within the UK and around the world. Our specialist business desks look after clients in France, Portugal, India, the Middle East and Africa, we have business operations in the Cayman Islands. Our Dubai office, established in 2006, was one of the first to register as auditors with the Dubai Financial Services Authority.

Our clients cover a vast array of sectors including property investment businesses, natural resources, and renewable energy firms, the media & entertainment sector, technology, FCA registered firms, charities and large funds with up to £4bn in assets. With such a diverse client base our work is both challenging and gratifying and offers our people many opportunities to gain exposure to new industries, or to specialise.

Our leadership team is friendly and approachable, and they keep an open-door policy to interact with the LF team at all levels. Our Smart Working policy enables you to reasonably work from where, and when to you want, ensuring that you have a high degree of autonomy over how you manage your time. This trust is rewarded with great performance.

We take CSR seriously and are heavily engaged in social mobility and charitable activities giving you the opportunity to give back. Employee wellbeing, flexibility and a quality working environment are at the core of the firm's values. We have an extensive range of benefits.

LF understands that everyone will have different long-term personal goals. Consequently, each employee is able to develop a tailored development plan to help them reach their specific career goals. Some of our team members have been assisted back into industry and are now our clients. After a period of time with the firm we offer sabbaticals and international secondments within the RBI network firms.

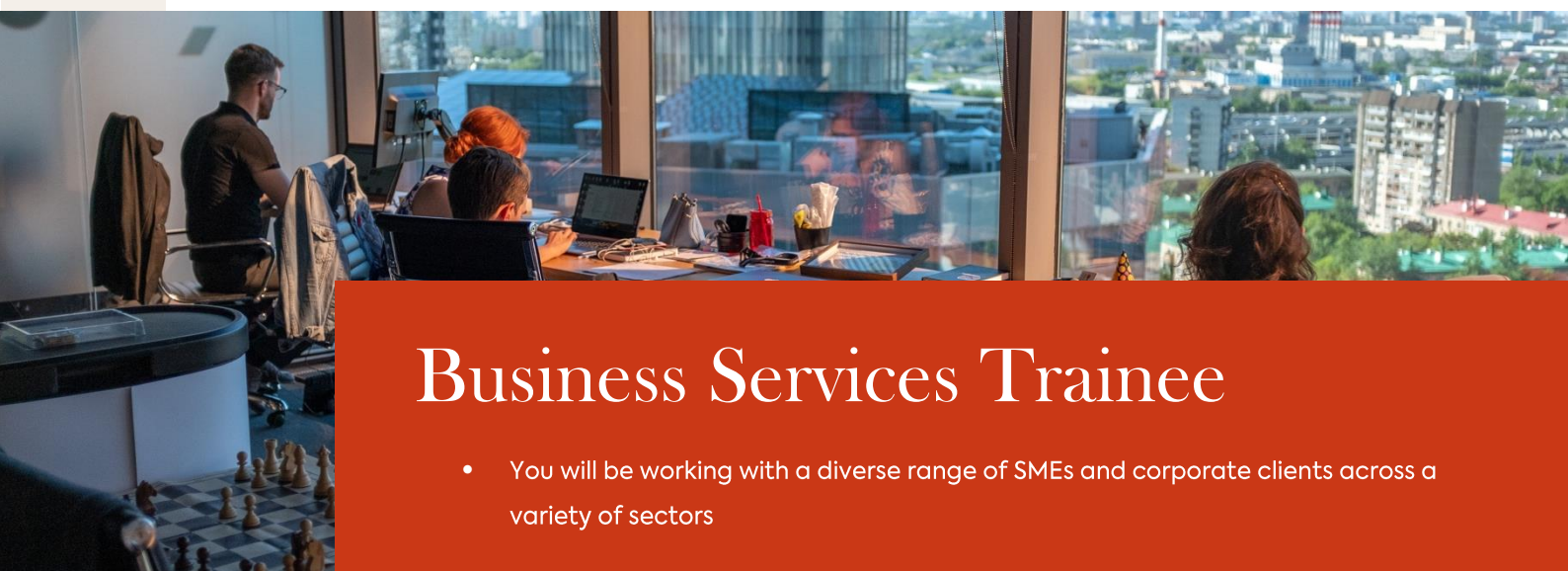
If you are looking to take your career path all the way to partnership, the path to achieving this will be completely transparent. LF operates a unique 'Path-to-Partner' training and mentoring programme, allowing you to progress from trainee, into management and then Partnership as fast as you are capable of doing so.

Our Business Services Team

Our Business Services Team has around 25 staff, ranging from Trainee through to Partner. As a member of our Business Services Team, you will be reporting to Managers, Associate Directors and Partners, depending on the assignment.

We have an interesting and diverse client base ranging from SMEs, corporate entities, OMBs and funds. Working in the Business Services team, you will become an integral part of the clients' teams as trusted adviser and first point of contact. The main services that we provide are year-end accounts, VAT, cash flow and management accounts. As well as compliance, we help our clients fulfil their ambitious growth plans by providing projections. We have a varied client base operating in a number of different sectors including property, professional services, entertainment and hospitality, leisure, PR, IT and technology.

Start-up companies are an interesting and rapidly growing section of our client base. In addition to assisting entrepreneurial businesses with the initial set-up of their business, we help them with their ongoing financial planning as well as finding suitable finance and investors.



Business Services Trainee

- You will be working with a diverse range of SMEs and corporate clients across a variety of sectors
- You will be Involved In completing a range of bookkeeping, VAT returns, management accounts and statutory year end accounts with the team often acting as the first contact for all client queries
- You will be In constant Interaction with the team and working on larger assignments with experienced colleagues and managers
- You will be provided with full study support to work towards the ACCA qualification
- You will have the opportunity to further develop you're accounting, financial and business Inter-personal skills, and build your career within the firm

We would love to hear from you if you have...

- Degree result of 2.1 or above
- A passion for study for the ACCA qualification to Include progressing through your exams, professional development courses and hands on experience
- Excellent communication skills – both written and verbal
- Ability to work under pressure
- Adaptable and a real team player
- Ability to work on own Initiative
- Attention to detail
- Excellent IT skills Including a thorough knowledge of Excel along with a keen Interest In developing knowledge of various accounting software packages



What we will offer in return

A competitive salary as well as a fully comprehensive range of benefits to include:

- Smart Working with core hours from 10am to 4pm
- Discretionary bonus scheme
- 2% bonus at Christmas
- 4 or 5% pension (matched)
- Private Medical insurance
- Dental insurance
- Interest free season ticket loan
- Enhanced Maternity, Paternity & Shared Parental Leave packages
- Flexible benefits: including healthcare assessments, cycle to work, health cash plan etc
- Employee assistance programme
- 26 days holiday plus bank holidays
- Fresh fruit and snacks in the office every week
- Massage Angels Quarterly
- Annual away day and Christmas party as well as numerous other socials
- Annual wellbeing calendar with free seminars, freebies, lunch & learns
- A supportive working environment where development and progression are actively encouraged!

Key Contact

Karen Foot
Head of People

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CLICK TO APPLY NOW