



M+A

Partners

**School Leaver
Trainee
Programme**

**Are you
M+A?**

Motivated + Ambitious



Looking for a future as an Accountant, Auditor or Tax Adviser?

Deciding on your next step after education involves finding the answers to some significant questions - what do you want from your career, what kind of environment would you like to work in and what skills would you like to learn?

We want to give some clarity around what a career as an accountant, auditor or tax adviser actually looks like and how this could take shape as part of the M+A Partners team.

- » Are you Motivated + Ambitious?
- » Enthusiastic with a willingness to learn?
- » Have at least 3 A* - C A Level grade pass results, or equivalent?
(Maths-based subject is advantageous, but not a requirement.)
- » Have at least 5 GCSE grades 9 - 4 or A* - C?
- » Have a 4 / C grade or above for English and Maths at GCSE?

Yes!
Let's get started



About M+A Partners

Proud of our history

We are a firm of Chartered Accountants and Tax Advisers that have been established in Norfolk for over 100 years.

Today, we still embrace the values that started life back in 1917 - our team is approachable and proactive, we listen and respond with high quality advice and services.

The team

We have grown in size over the years, from 7 clerks in the beginning, through to over 100 employees today.

We are based across 3 offices - one in the heart of Norwich, another in the market town of Attleborough and a third office right on the coast in Cromer.

What is it we do?

Our experts cover the necessities - dealing with the preparation of accounts, tax returns and VAT returns.

We also offer services you may not be as familiar with, including business valuation, corporate finance and R&D tax planning. There are many aspects to accounting and taxation and we help you to find your specialism.

Our client base ranges from brand new start-ups to well established owner managed businesses and from private individuals to companies.

We have experts across different sectors and encourage you to find the area you are interested in - this might be agriculture, charities, private clients, property, schools and academies or tourism and leisure.



Welcoming trainees

Every year we welcome a new intake of Trainees and we ensure they quickly feel part of the friendly team environment we have created.

We have several social events to help you settle in with ease, including an annual summer party, Christmas get-togethers, quizzes and sporting pursuits - we also welcome charities into the office to find out more about the fantastic work they undertake, organised by our ESG committee.

Ours is a firm that is small enough in size to be able to consider the needs of each employee, yet large enough to offer a varied and inspiring experience for our Trainees.

Our Trainee Programmes

We bring together professional tax, accounts and audit expertise with practical, forward-thinking advice that adds value.

What this really means for you

Each of our Trainee Programmes is designed to make it possible for you to develop yourself as a professional.

You will:

- + Gain business skills from on the job learning (the “practical forward-thinking advice” part); and
- + Complete more formal training, studying towards your chosen professional qualification (the “expertise” part).

What will I do day-to-day?

From your first day at M+A Partners, you will have the support of our wider team. An experienced team member will be your regular point of contact, helping you understand our processes and the way we work.

Your day-to-day assignments will vary, with new responsibilities introduced as you are ready. You will be able to challenge yourself, taking ownership of your own workload - initially this could include drafting accounts or tax returns, working on accounts data, raising queries or supporting with VAT returns and management accounts.



Trainee insights



Studying for my qualifications within the firm has ensured I can learn within a really supportive environment. I have a designated mentor to attend my study meetings and to ask for assistance if I need it - I also attend college once a week for classes and can direct any questions at my tutor or assessor.

I am part of the Attleborough team and have been given a real variety of work to assist with. Just some of the jobs I have been involved with include bookkeeping, accounts preparation, tax returns (limited company, partnership and sole trader), VAT returns and QuickBooks support - including helping to host a webinar for clients.

M+A welcomes work experience placements and helps to advise sixth formers looking for a career in accountancy or tax. As a Trainee, I understand the questions someone wanting to enter the profession might need answering, and I have enjoyed talking to sixth formers about their future careers and opportunities within the firm.

I am hoping to complete my Level 4 AAT next year and then I will assess what further qualifications I might be able to pursue and how my future career can develop at M+A Partners.



Megan Crisp
Accounts and Tax

ers



Trainee insights



Working as a Tax Trainee within the Personal Taxation and Private Client teams has given me a real insight into the varied workload of a tax professional. Since joining the firm, I have had the independence to work on my own projects, including the preparation of tax returns and trust accounts, assisting with tax planning, engaging with clients regarding tax queries and assisting with probate and estate / trust administration.

From day one, the support has been there - giving me the confidence to progress whilst knowing I can ask queries when required. I had a dedicated team member assigned to helping me settle into the role and the firm, providing training and a point of contact for any questions.

I am currently working towards my ATT and CTA qualifications and further down the line I hope to build on these with further certifications, progressing through the firm.

M+A Partners encourages team building and out of office social events, and I have enjoyed getting involved with 5 a side football - this year's summer party was also a highlight. Some of the team regularly attend networking events and it's great to get to know other professionals in the region through events such as those hosted by the Norfolk Young Professionals Group.



Joseph Snell
Tax





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As an Audit Trainee I have been exposed to a real variety of work for multiple clients - providing services for academies, charities and companies. It has been interesting to learn the skills and audit requirements needed for organisations within very different sectors.

I have had the experience of being out on site and working remotely; preparing accounts and independent examinations and undertaking stocktakes.

There is always a new challenge and I have been supported by the team on a day-to-day basis, enabling me to approach new jobs with confidence. Someone is always happy to help - including the Partners and those involved in Trainee life at M+A.

I am now working towards my ACA certification and am focused on becoming qualified for both accountancy and audit.

There is lots happening socially - we have recently entered a team into The Spire Cup, undertaking lots of fun (and at times competitive!) sporting challenges.”

Caroline Seager
Audit



What about the professional qualifications?

As a school leaver you will most likely look to study towards one of the following qualifications:

AAT - Association of Accounting Technicians

On the AAT path, you have the option to start on level 2 or level 3 to build the foundation into your accounting career across topics such as double entry bookkeeping and preparations of financial statements. Once successfully completed you can undertake the Diploma in Professional Accounting (Level 4). From here you could progress to either the ACA or ACCA Chartered certifications.

ATT - Association of Taxation Technicians

For the ATT qualification you are required to pass 2 written exams, across a range of topics such as business and personal taxation along with a further 3 compulsory computer based examinations. ATT is the first step along the route to achieving the CTA qualification, the gold standard for tax professionals.

CFAB - Certificate in Finance, Accounting and Business

This is an entry route into accounting, with no academic qualifications needed - it teaches you essential knowledge in finance, accounting and business. After completing CFAB you could go on to complete your ACA certification.

Thinking about progression?



We provide the opportunities for you to unlock your potential. Our well-defined routes for development, offer the vision to see how you might progress within the firm.



I joined M+A Partners as a Graduate Trainee in 2010 and qualified as a Chartered Accountant in 2013. Throughout those three years, I received guidance, practical training and support from the firm that enabled me to combine my day job with revising for exams, without feeling overwhelmed by the process.

M+A Partners gave me a secure foundation from which I could start my career, followed by a structured route for further development.

Once at Manager level, I then had the opportunity to join our 'Senior Promotion and Development Framework' - a scheme that enables us to find Partners of the future. This clear pathway for promotion helped me to progress all the way from Trainee, through to Assistant Manager, Manager and Senior Manager, becoming Partner in 2021.



Alice Lynch
Partner



Want to know about the benefits?

There are lots of benefits to being part of the M+A team, here are just a few:



Remuneration and reward

- + Enhanced pension contributions;
- + Annual salary review;
- + Client and employee introduction scheme; and
- + Professional development and career progression.



Company funded professional qualifications

- + Professional training through a Platinum Approved Training Provider;
- + Paid study leave;
- + Paid professional body membership fees; and
- + Supported CPD - including leadership, technical and development programmes.



Family-friendly

- + Enhanced maternity and paternity pay scheme; and
- + Hybrid and flexible working.





Health and wellbeing

- + Life Assurance and Group Income Protection;
- + Preferential rates on private medical insurance, discounted gym memberships, offers on holidays, lifestyle and retail; and
- + Enhanced annual leave.



Social

- + Norwich Theatres corporate membership;
- + Wildlife Trust membership;
- + Company social events - quizzes, sports, Christmas and a Summer party; and
- + Environmental, Social and Governance committee and events.



Application process timeline

Our selection process has several stages, and each one is designed to ensure we understand the most about you and your abilities.

Applications are open

September



October

Applications closed

Candidate assessments

November



December

Offers of employment

Onboarding activities

January to August



September

Start with M+A Partners

How to apply

If you are committed to becoming part of a thriving team and have a real interest in the accountancy, audit or tax professions then we would be very pleased to hear from you.

Everything you need to know about applying can be found within the Careers section of our website.

For further details and to apply online visit:
www.mapartners.co.uk/trainee-programmes/



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www.mapartners.co.uk/trainee-programmes/

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