



## Early Careers at HB&O

An independent, award-winning firm  
of Chartered Accountants and  
Business Advisers.



At HB&O, we're looking for dynamic and enthusiastic 'school/college' leavers who are keen to break the mould when it comes to the perceived stereotype of who an accountant typically is.

We're a team of passionate experts, specialising in supporting businesses and individuals through every stage of their professional and personal life. Our clients come from all different walks of life, operate in all kinds of different sectors and bring different experiences, passions and motivators to their work, but they all have a common goal, which is to be successful in their own right.

We believe that our team should echo this too.

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**We take on 'school/college leavers' (candidates with Level 2 or 3 qualifications) trainees across our offices each year. As a trainee you will undertake training for the Association of Accounting Technicians (AAT) qualification under the apprenticeship scheme.**

There are three levels to the AAT qualification and it takes around three years to complete.

We will fully support you through our study package which includes paid time out of the office to attend the training provider and paid study leave ahead of your exams. Whilst you study you will be gaining invaluable experience at one of our offices, enabling you to apply the theory into practice whilst working on clients' jobs.

You will have regular reviews with your manager and your Skills Tutor who will support you through your AAT studies.

We will discuss your future career plans to ensure they fit in with you and your aspirations.

Most importantly you will be supported by our existing team to put theory into practice.

To apply please send your cv and a covering letter [here](#).



Meet Jessica Lewis, a Client Manager in our Leamington office who is part of a dedicated team across the firm who ensure you're supported every step of the way.

# The Role in Depth

## What skills and experience do I need?

Essentially, none! We offer comprehensive and rewarding study pathways, designed to suit all levels of experience and qualifications.

## What do you look for in a potential trainee?

- An interest in accountancy and how a business is run. We don't expect you to be able to do the full job (yet!) but look for skills including numeracy, literacy, communication and a genuine interest in accounting
- Voluntary work – not just voluntary work in the accountancy / finance environment, but any unpaid work which helps causes in the community, for example being a scout/brownie leader, charity fundraising, volunteering in a charity shop.
- Part time work experience such as a Saturday job or work experience during the school or college holidays. It shows us that you are able to work alongside studying and is a good starting point for picking up soft skills that will benefit your career with us.
- Taking part in team activities, being a member of a sports team or a member of a club shows us that you can work in a team and collaborate with others. Teamwork and communication are important in accountancy to ensure we deliver the best client service.

## What will I be doing?

At HB&O, our trainee recruits embark on a study programme which is designed to offer experience in all aspects of Practice.

You will spend time learning how to prepare statutory reports with the accounts team, gain some experience of management accounts and VAT returns, and learn how we provide assurance to our clients as part of the audit process.

## How will I learn and be assessed?

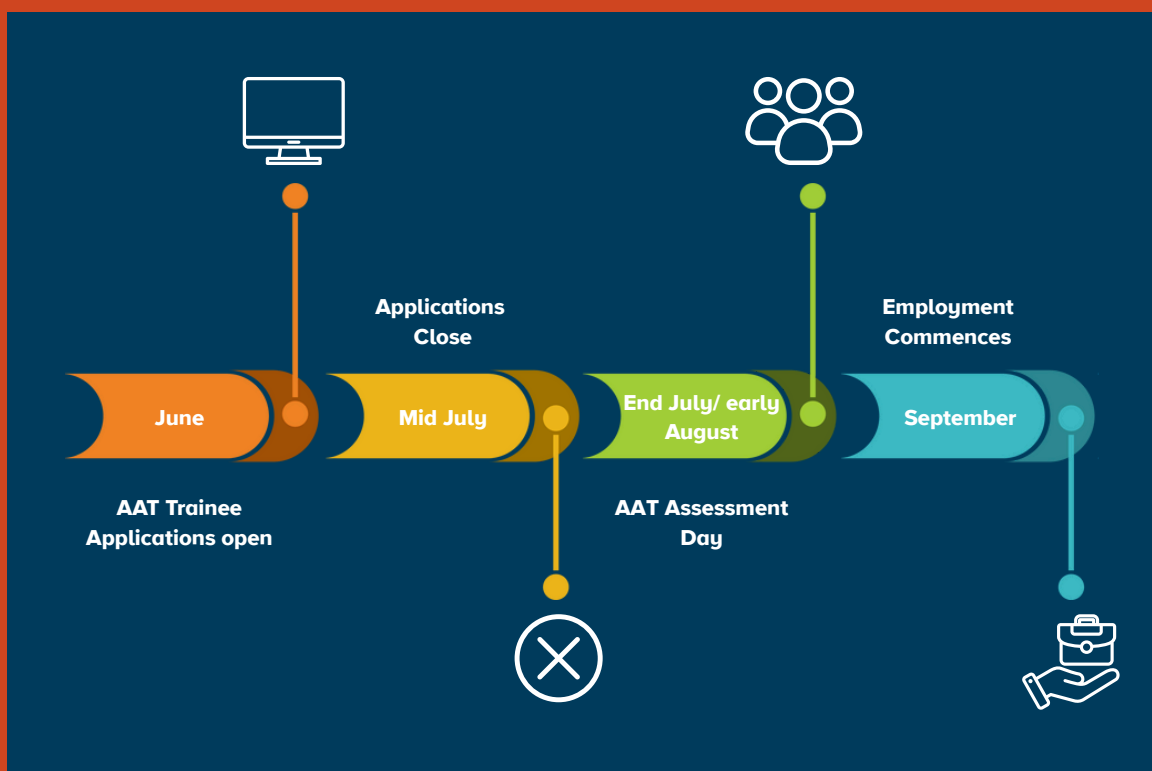
Aside from regularly attending your elected business school, to study for and complete your professional exams, you will be assigned a manager, who will lead your training and development over the course of your study programme. Your training manager will schedule regular one to ones; providing feedback and setting objectives to develop your technical and personal skills.

## How long will it take?

The initial study programme (AAT Level 3) lasts for around 1 year, after which you will embark on another qualification (AAT Level 4/ ACCA/ ICAEW). You may therefore study for a total of 2-5 years, and this can be extended further depending on various factors, including how fast you wish to sit your exams. We are flexible and encourage individuals to do what is right for them.

## What will the future hold?

We appreciate that everyone is individual – no two people enjoy all the same aspects of work, have the same strengths or even learn in the same way. At HB&O, we reflect this by offering a fluid progression plan that is far removed from the rigid corporate structure often seen in the accounting world. We encourage our employees to experience everything, find their passion and carve out a role for themselves based on what they enjoy.



# Case Study

Hear what Joshua Ward, one of our Trainee ACCA Accountants, had to say about his time studying AAT:



## Why did you enter the profession?

I didn't enjoy full-time study and often found it difficult to stay engaged at school. That said, I was always drawn to problem-solving and maths, which I found more enjoyable, and at 15, I took part in a week of work experience at HB&O. Although I originally dismissed the idea of becoming an accountant because I did not consider myself "paper" smart and didn't have the strongest grades, I was offered a trainee position at HB&O. The experience really sparked my interest and I never looked back and joined the firm full-time after completing my GCSE's.

## What did you study at college?

At college, I studied Level 2 AAT in the first year, Level 3 in the second year, and Level 4 (the final level) in the third year.

## What does a typical week look like when studying for AAT?

My week typically consisted of four days working at HB&O, with one day released for college to study for upcoming exams.

## How did you find studying and working?

Studying and working wasn't always easy, especially at first, as balancing both was challenging. However, over time, it became more manageable. Each exam pass felt as rewarding as the last.

## What did you enjoy the most?

What I enjoyed most was seeing my progress throughout the qualification. Although the volume of learning felt overwhelming at first, having a supportive and patient team made all the difference. Each month, I noticed improvements in my skills and confidence. The continued learning combined with the social aspects of the role, made the experience both rewarding and enjoyable.

## What three words would you use to describe HB&O?

Supportive, inclusive & friendly.

# Our Job Benefits

- ✓ Flexi-hours – we have core hours from 9:30am to 4:30pm (to 2pm on a Friday), then work the rest around your schedule
- ✓ Quarterly appraisals
- ✓ Quarterly bonus schemes
- ✓ Internal promotion opportunities
- ✓ Free car parking
- ✓ Employee discount platform
- ✓ Regular social events
- ✓ Wellbeing strategy and dedicated wellbeing team
- ✓ Enhanced employer pension contribution
- ✓ Enhanced maternity, paternity and adoption leave
- ✓ Funded CPD courses

**Interested? To apply please send your cv and a covering letter [here](#).**

**To find out more about HB&O visit our careers page:  
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