Discover... what’s possible
Apprenticeships in accountancy
Welcome to our apprenticeship brochure and your starting point to discovering what’s possible from a career with Moore Stephens.

Simon Gallagher – Managing Partner

Moore Stephens is 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!
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.

Discover...

Moore Stephens

Moore Stephens is one of the UK’s leading accounting and consulting firms. Our goal is to promote a working environment where individual differences are respected and valued, and everyone has the opportunity to excel.

Some of the diverse clients we work for:

Some of the awards we’ve won:

Thomson Reuters compliance awards 2015 winners

London Market awards 2016 – Consultancy of the Year

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At Moore Stephens we offer apprenticeship programmes for those looking for an alternative to university, or looking for a new career. The deal, simply put, is you work for us full time earning a full salary, and in return we pay for you to gain a professional qualification, giving you time off to attend college with your peers. All the while, as part of a top 10 firm, you can learn from experienced team members, deal directly with a variety of clients and build your professional network.

We offer three apprenticeship programmes, all of which take place over a two year period with an intake every August and January, primarily across 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.

Across the three qualifications we’ve put together structured exam pathways to give our apprentices the best opportunity to succeed. At the point of finishing your apprenticeship there may be the opportunity to progress onto our Level 7 graduate level programmes.

Discover...

apprenticeships

Unsure about going to university, or looking for a career change?

CFAB to ACA
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AAT to ACCA
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Turn over to find out more about each programme, the teams you could join and the qualifications you could gain.
Discover... the CFAB

The Certificate in Finance, Accounting and Business (CFAB) is the start of the journey to becoming an ACA chartered accountant.

The CFAB is governed by the ICAEW (Institute of Chartered Accountants in England and Wales) and makes up the certificate level papers of the ACA (Association of Chartered Accountants). It consists of six e-assessment exams and provides a broad understanding of business-essential knowledge.

Joining us as a CFAB apprentice you could sit in a number of different teams where you would have the opportunity to learn from experienced professionals, and develop your working style as well as make your way through the qualification.

**Corporate audit.** In this team you’ll need an analytical mind as you provide audit and accounting services to our clients. As an auditor you will be travelling directly to clients and working in small teams to confirm whether their accounts are a true and fair representation typically within the UK. We work with a variety of sectors from financial services to technology companies and sports clubs.

**Business tax.** You will be more office based than audit i.e. this team but will still be liaising directly with clients to provide a bespoke tax service, dealing with queries from compliance through to high-level advisory work. You’ll prepare tax returns and computations, carry out tax planning/consultancy work, and deal with HMRC, clients and third parties.

**International institutions and donor assurance.** IIDA is a specialist team 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. The role includes a high level of international travel, with major clients including the United Nations and European Commission.

Once you’ve completed your CFAB the ideal progression would be to move onto the full ACA graduate qualification.
The Association of Accounting Technicians (AAT) is governed by the AAT itself and is a stand-alone qualification.

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 Stephens apprenticeship programme.

Joining us as an AAT apprentice you would sit in our Outsourcing team 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 the AAT qualification.

Outsourcing. This team provides clients with the full range of accounting and back office services to our clients, effectively acting as their accountants. You would gain exposure to the full range of services including bookkeeping, accounts preparation, management accounting, VAT compliance, forecasting and budgeting and any other ad hoc advice and assistance on accounting matters, working with clients across our varied portfolio.

Once you’ve completed your AAT the ideal progression route would be to move onto the ACCA (Association of Chartered Certified Accountants) graduate qualification.
The qualification is made up of five exams, three written papers and two e-assessments, one of which is free choice allowing our apprentices to specialise in a particular area suitable to the department and their individual progression.

Joining us as an ATT apprentice you could sit in our private client 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 with the latest industry knowledge combined with practical work experience.

Private client tax. You will be relatively office based in this team, supporting Private Client Services and Business Tax by dealing with compliance for a variety of clients. Our Private Client Tax team is one of the leading providers of ‘one-stop-shop’ private client services.

Once you’ve completed your ATT the ideal progression would be to move onto the CTA (Chartered Tax Advisor) graduate level qualification.

The Association of Tax Technicians (ATT) is governed by the ATT itself, and is a stand-alone qualification.
Support. Moore Stephens wants you to feel at home here so support is on hand at all times, whether it be through fellow students or our dedicated Human Resources and Learning & Development team. You will also sit down 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.

Buddy. As soon as you join Moore Stephens you’ll have a buddy who will show you the important things like where’s good for lunch and who’s who. They will be studying for a qualification too so can also support you in your studies.

Trainee Development Programme. Our TDP programme, delivered by our internal experts, bridges the gap between what you learn at college and your day-to-day role. It’s an opportunity to network with your intake, and provides a combination of technical and business skills. We also include workshops on exam technique.

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.

Bookkeeping. Prior to starting the professional training we pay for all our apprentices to take an online bookkeeping module which provides a good level of base knowledge, and sets you on the path to achieve before you start your professional exams.

Exams. Regardless of the qualification you choose we have developed a structured study pathway to ensure you succeed. Your exams and study will be staggered throughout the apprenticeship programme, giving you the opportunity to consolidate your knowledge and settle into your day job.

Corporate Social Responsibility. Moore Stephens has a dedicated 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!
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, or are looking for a change in career, our apprenticeship programme can provide you with the skills and qualifications so you can take the first steps into your new profession. Every day you’ll be meeting new people, working in teams and speaking with staff across 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 also have minimum academic criteria we need you to meet:

**CFAB.** 5 GCSE’s grade A*-C with a B or above in English language and maths plus 300 UCAS points achieved across 3 A-levels excluding general studies (or international equivalent).

**AAT/ATT.** 5 GCSE’s grade A*-C with a C or above in English language and maths plus 260 UCAS points achieved across 3 A-levels excluding general studies (or international equivalent).

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.

**Do you have good attention to detail?**

**Are you a naturally curious person?**

**Do you enjoy meeting new people?**

**Are you a problem solver?**
Discover...

Clare Hawthorn

We speak to Clare Hawthorn to find out how joining an apprenticeship programme shaped her career.

Why did you choose a job over university?
I always knew that I didn’t want to go to university. I did Business Studies A level which had an accountancy module which I really enjoyed, so I set up some work experience with an accountancy firm. Having completed two weeks with them I decided I was definitely interested and 10 years later I am still with the same company!

Why did you choose Moore Stephens?
I wanted to work for a mid-tier firm that would allow me to gain a variety of work experience, and working with clients in a variety of sectors.

What support did you get when you joined Moore Stephens?
When I first joined I started client work straight away. I was assigned a member of the team who would explain what to do and why, and provide support and guidance on work and training. Everyone was really friendly and helpful and I felt part of the team straight away.

How has the qualification impacted your career?
I started with outsourcing studying the AAT which gave me a great grounding of the basics. I was then fortunate to be moved into the audit department and study for the ACA. Since qualifying I have been promoted several times and in 2013 I moved back to the outsourcing department where I now run the team in the Reading office.

Do you have any regrets about not going to university?
Not at all! Looking at the position I am in now, had I gone to university I would not be in the same position as I’d have three years less work experience.

Why have you decided to stay with Moore Stephens?
Moore Stephens really values their staff and provides support to enable you to develop and progress. There are also plenty of opportunities to get involved with different types of work which keeps the role varied and exciting. The variety of services we offer as a firm also allows us to service our clients really well which in turn gives us a better understanding of their needs – you really start to feel part of the clients business, and they value your support and input.

What advice would you give to apprentices?
You don’t have to have a degree to be successful. If you know accountancy is something you are interested in I would recommend that you follow the apprenticeship route for hands on experience whilst training (and earning!) so you are putting what you learn straight in to practice.
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.

Lina Patel
Senior Manager, Outsourcing, London
Outsourcing is a rapidly expanding area of the business which means working and growing together has never been more essential. Within my role I am very conscious that the collaborative attitude of the team will directly impact the relationships we have with our clients and in turn our ability to add value, and therefore ensuring the team consists of the right people with the right skillsets is vital.

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.

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

**Core benefits include:**
- 23 days’ annual leave (25 days after 2 years’ service)
- Private medical insurance
- Group life assurance
- Discount gym membership
- Local discounts & offers
- Employee assistance programme
- Pension auto-enrolment

**Voluntary benefits include:**
- Buy and sell annual leave
- Give as you earn
- Cycle to work scheme
- Season ticket loans
- Tastecard
- Travel insurance
- Health screening
- Dental insurance
- Give as you earn
- Local discounts & offers
- Employee assistance programme
- Pension auto-enrolment

*Such as hotel accommodation, fashion, health and beauty, theatre tickets and travel.
We encourage you to see Moore Stephens as a place to build a career. Following completion of your Level 7 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 your Level 7 qualification you would be in the best position to choose where you would like to specialise.

Internal secondments. Each year we run a career choices expo and invite our apprenticeship and graduate trainees to come and learn more about what our business does. 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 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.

If you go on to complete a graduate Level 7 professional qualification, the world of Moore Stephens is your oyster!
Why did you choose a job over university?
Before deciding to apply for an apprenticeship I was intending to undertake a Business Management degree, but two weeks before I was due to start I decided to withdraw primarily because I had no idea why I was going to University. I had always thought of University as the next step in order to secure a good job but found I was unsure on what career path I wanted to pursue, and as the tuition fees had recently increased to £9,000 a year I decided that maybe a degree was not the best option.

I wanted to find a job I could progress with whilst gaining experience at the same time. I had always enjoyed working with numbers, so a career in accounts seemed perfect for me, furthermore a degree was not essential for progression. I was able to gain experience in a working environment which was a good indication of what my future job role would actually be like and, in addition, years of experience can be a huge advantage when applying for jobs.

Why did you choose Moore Stephens?
Moore Stephens was the largest and most prestigious firm offering an apprenticeship opportunity at the time. I had always enjoyed working with numbers, so a career in accounts seemed perfect for me, furthermore a degree was not essential for progression. I was able to gain experience in a working environment which was a good indication of what my future job role would actually be like and, in addition, years of experience can be a huge advantage when applying for jobs.

What support did you get when you joined Moore Stephens?
I received a great deal of support, everybody made me feel very welcome as part of the tax team and constantly asked me how college was going and if I needed any help.

How has the qualification impacted your career?
Massively! I have gained a lot of knowledge and skills through the process of completing the qualification, and the skills I have acquired by virtue of undertaking the qualification are utilised in my current job. Additionally, I am now aware of where I want to get to and exactly what I need to do to get there.

What advice would you give to apprentices?
New apprentices need to ask lots of questions to ensure that they are learning and making the most of their experience. I would also recommend they ensure they are putting enough time towards the studying as this is imperative in ensuring they pass exams and progress quickly.
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.

2. **Numerical reasoning test (NRT)**
   You will receive an e-mail inviting you to sit our NRT. You will need to follow the instructions on the email invitation and on the NRT platform in order to complete the test. Please note, unfortunately we cannot progress your application until you have completed this stage.

3. **Review**
   When you’ve completed the NRT 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.

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!

6. **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.
Apprenticeship vs uni?
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 uni debt.

How would a professional qualification help my career?
Professional qualifications are a great way to prove to employers you have the skills required to do a job. Studying whilst working allows you to put what you’re learning into practise straight away and shows you’re an ambitious, hard-working individual.

Why Moore Stephens?
Moore Stephens has the best of both worlds; we’re a top 10 firm so a great name to have on your CV and the broad range of clients and services that you’d expect from a large firm, but because we’re mid-tier you get a more diverse work exposure, more access to senior members of staff and, because our intakes aren’t huge, more support.

What’s the career progression like?
Great! 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. Take a look at our interviews on page 18 & 26 to see where some of our staff, who started their careers as apprentices, have got to.

Which qualification should I choose?
It’s very dependent on where you want to get to, so definitely do some research. Have a think about what your end goal is and choose the apprenticeship route that will get you there.

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