

accounts & audit graduate guide 2023/24

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Welcome to martin aitken

"Be more than just another accountant"

Your journey...

...to becoming more than just another accountant begins on day one of our graduate development programme.

Not only do we train, nurture and support our new recruits to become qualified accountants; we shape, hone and develop your commercial and analytical skills.

Working in a professional accountancy firm is a dynamic and challenging environment so you'll have drive and determination to succeed, but don't worry, we will give you the support and guidance you need, as well as the opportunities to grow and develop your career with us.

You'll revel in the challenge of working at the frontline with a diverse range of Scottish businesses, charities, trusts and family firms and join a talented group of people where care, success and enjoyment are at the forefront of everything that we do.

If you think you have the skills we're looking for and want a career that heavily promotes internal growth, we would be delighted to hear from you.

Ewen Dyer

Managing Director



We're looking for

- Commitment, professionalism and good communication skills.
- Grads seeking a rewarding professional career and who have a passion for growth.
- Commercial awareness - Scotland's key industry sectors and an appreciation of business dynamics.
- Initiative, drive and ambition.
- Good academic grades - Hons degree/post-grad qualifications.
- Brand champions.

We'll provide

- A rich and diverse range of business, tax, accounting and financial experience.
- Extensive support - on the job, mentoring, graduate buddy, professional exams study-time.
- Comprehensive internal/external training programme.
- Competitive reward and benefits package.
- ICAS & ACCA authorised training programmes.
- Knowledge management, CPD and online learning courses.



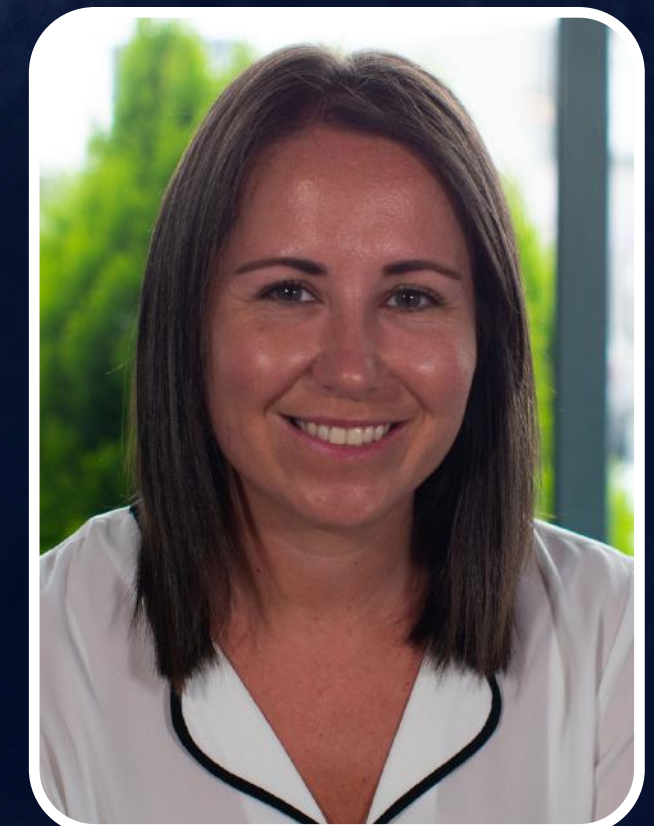
I have been with Martin Aitken since February 2013. I joined the business after graduating from university and started as a trainee, progressing throughout the years with MACO, with my biggest success being ICAS qualified.

I am now currently working as a Supervisor in the Audit & Accounts team, working with SMEs, including limited companies and sole traders which means that every day is varied. I get to work hands-on with clients and work with a really supportive team; the best parts of the job.

I want to continue on a growth trajectory in Accountancy. I want to make sure no matter what position I am in, I am constantly seeking growth opportunities in and outside my role.

Natalie Scott

Audit & Accounts Supervisor



What you'll get

Commercial experience working with a diverse range of businesses from Scottish sole traders to national and international SMEs, charities, entrepreneurs and high net worth individuals.

Industry experience - you will work with clients in a range of market sectors including; professional services, property & construction, healthcare & medical, food & drink, leisure, financial services and the third sector.

You'll work on audits, year-end accounts, management accounts and reporting, tax planning and compliance assignments from beginning to end.

You'll also gain experience in diverse business advisory areas, for example: strategic business planning, corporate finance, financial services, and business development.

We pay competitive salaries and provide attractive benefits packages that include our pension scheme, critical illness cover and support with finance matters.



The thing I enjoy most about working at Martin Aitken is that no two days are the same. I'm always busy with different tasks to do.

Meeting and interacting with people on a daily basis keeps the job refreshing.

They are also supporting me with working towards a Business Administration SCQF.

Working within a team here has allowed me to develop my confidence further and improve on existing skills such as communication and teamwork.

Jamie Ritchie

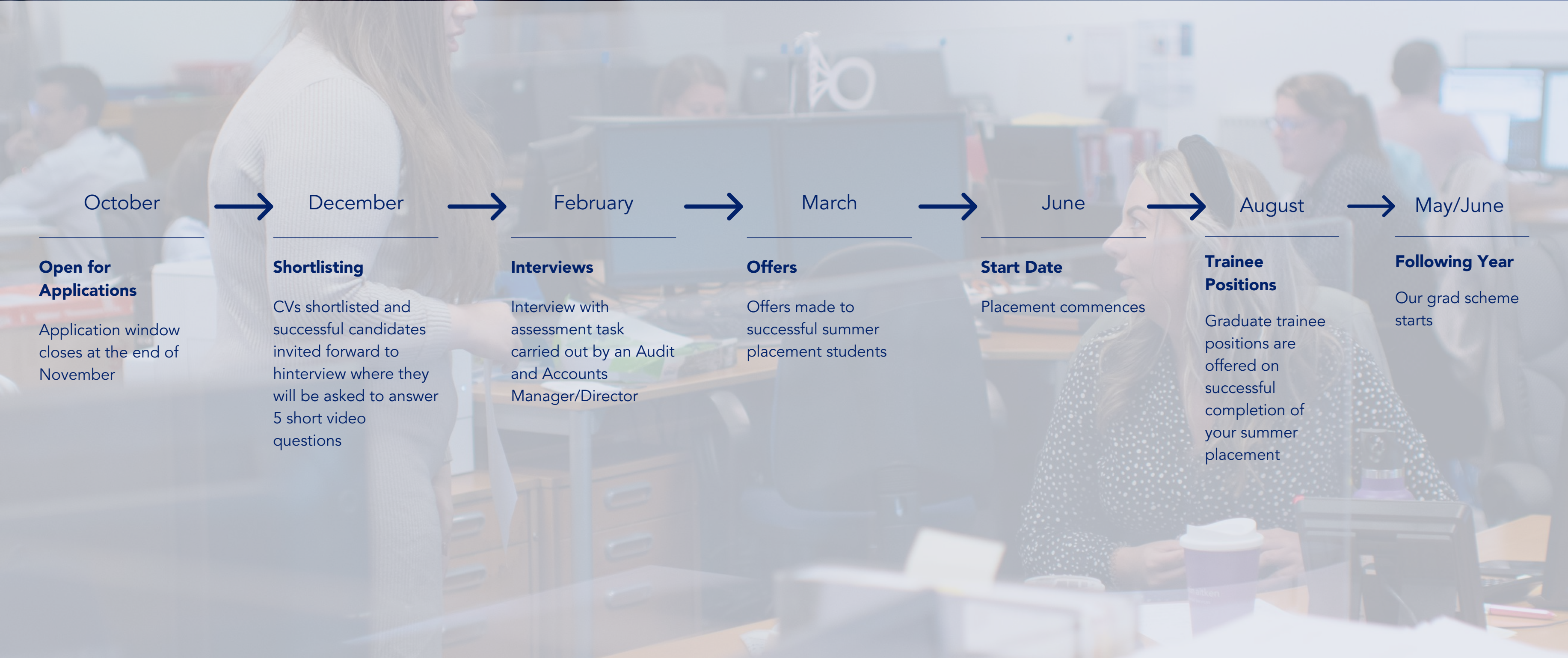
Trainee Payroll Administrator



Applications & Interview Timeline



Applications & interview timeline



Let's get started

We welcome applications from everyone who meets our minimum academic requirements, irrespective of what or where you have studied.

Our graduate selection process is straightforward. We like to think that it's an intellectually stimulating assessment where there is an opportunity to get to know one another.

We champion personal and professional development ensuring you a satisfying and rewarding career.

Graduate development programme applications

If you have any questions or would like to submit your CV to us, email or call us:

recruitment@maco.co.uk | 0141 272 0000

Top 5 tips for joining a firm

- Impress us with grit and determination; show us your drive. This could be in a professional field or in something you do personally but make sure that passion comes across.
- Be proactive. How do you keep your skills up to date? This has been a difficult period for many - have you kept busy with a hobby or learning a new skill? Make sure this comes across.
- Be able to provide examples. It can be high pressure working in a firm. We want to get a sense of how you work under pressure and problem-solve when it matters most.
- Confidence. Whether it's building relationships at interview stage or with colleagues and clients in the role, we're looking for confidence and strong social and communication skills.
- Do your research. When filling out application forms, make them personal to the firm; show an understanding of the company and what it takes to fulfil the role you are applying for. Personalise your application so the firm can get a real sense of who you are and why you want to work for them.

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After studying accountancy at school, I quickly learned that business and finance were my future!

While looking for an apprenticeship, I was searching for a company that could nurture me through my infancy in the accounting profession and in the workplace.

I have now been with MACO for 10 years, developing from an accounts assistant, into an audit senior working in various sectors. In the last few years, I have moved over to Corporate Finance, advising clients in multi-million pound transactions.

I can honestly say that I feel more accomplished in this line of work than ever before.

Cameron Hughes
Corporate Finance Executive

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Getting the best from virtual interviews

Make sure you have a strong internet connection

- There is nothing worse than finding your rhythm in a question and losing your connection halfway through.

Dress Code

- This is still an interview even though it isn't being conducted face-to-face. Dress accordingly unless advised otherwise.

Peace & Quiet

- Put thought into where you are going to record your videos, and make sure you have a quiet space without distraction or background interruptions. Close any open windows and make sure the radio and TV are turned off.

Do a Practice Run

- Video interviews will be relatively new to you as a student. Do a couple of practice runs to get into the flow allowing yourself to feel comfortable with speaking to the camera. It's absolutely fine to have notes in front of you but try not read them as if they are a script.

Kit is Important

- Where possible conduct the interview on a computer with a webcam and microphone so that it is recorded in a higher quality. If you do have to use your phone, then position it horizontally with the screen lock off instead of vertically.

Background

- We don't need to see your laundry pile; this is a professional interview. Where possible have a clear background and face any windows rather than sitting in front of them.

Research

- You don't need to know us inside out, just a general flavour of what we do.

Be Yourself

- Don't try to be someone else. We are interested in who you are and what you can bring.

Give it Your Best Shot

- Make sure you listen carefully to what is being said to you on the day. Think about how you answer questions and think about why you should be selected to be part of the 2022 graduate trainee scheme.

Salary & Benefits

- Starting salary of £22,714
- 4% employer pension contribution.

Key Benefits

- Annual leave 34.5 days inc. bank holidays.
- Closed for 2 weeks over Christmas.
- Paid block study and exam leave.
- On the job experience, coaching and mentoring.

Health & Lifestyle Benefits

- Employee Assistance Programme.
- Cycle to Work Scheme
- Corporate Gym Membership - paid in full by MACO.
- Summer socialising events.
- Fresh fruit, tea and coffee.

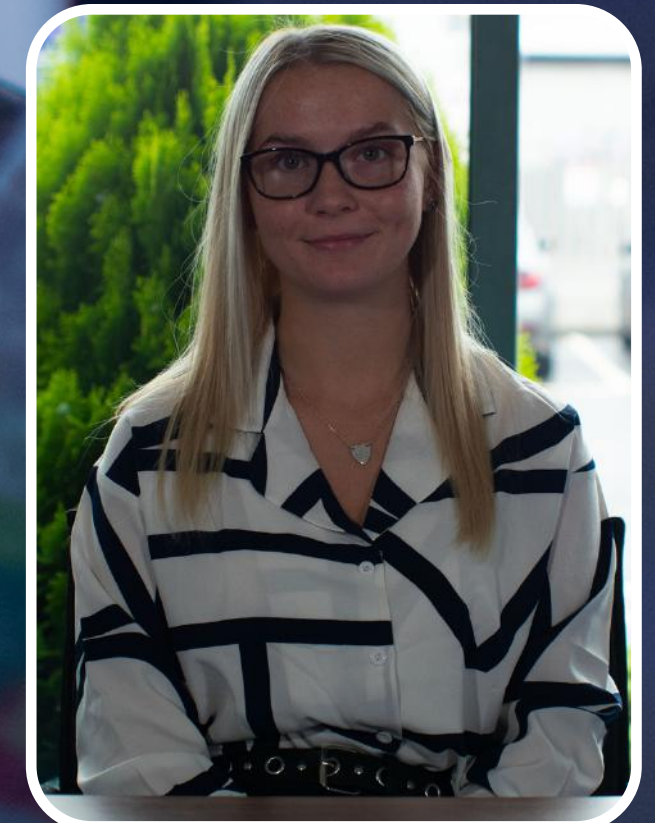
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The people at MACO are approachable, friendly and keen to help.

I feel this is probably one of the reasons I've been able to progress from undertaking bank analysis or P&L work within client files to preparing full sets of accounts on my own and engaging in more audit work.

Kayleigh Hunter

Audit & Accounts Trainee



Frequently Asked Questions

How long is your graduate trainee scheme?

Ideally, we like candidates to start their MACO journey by conducting a 4-week summer placement after their 3rd year at university. On successful completion of the placement, students are offered a trainee contract commencing June of the following year. The duration of your trainee contract will be dependent on what you have completed at university but could be anywhere between 3-5 years.

Can I leave throughout this period? What is the notice period?

Yes, you can resign at anytime by providing 4 weeks' written notice. Trainees should be aware that any training costs incurred by MACO as part of your studies will be retrieved from the trainee during or up to 12 months after their studies have finished.

Is there an application deadline?

Yes, this is covered in our timeline section.

Is this a general scheme or are you looking for specific disciplines?

This is an Audit and Accounts summer placement and grad scheme.

Do I require a certain degree classification to apply?

Yes, we look for students who are ideally completing an Accountancy and Finance degree. We will, however, consider students who don't have a relevant degree, but their training contract will last longer due to the extra professional exams they need to complete.

Do you accept applications from non-UK graduates?

At the moment we are currently supporting UK students or those with right to remain visas

What does the recruitment process involve?

We want to ensure that all candidates have a fair opportunity throughout the process. We ask firstly that candidates send a CV and covering letter so that we are able to assess candidates' qualifications and any relevant experience they may have. Candidates will be shortlisted and then asked to complete 5 short video interview questions on the Hinterview platform (see our how to use Hinterview guide). The final stage will be an interview with an Audit and Accounts Manager and Director with a short assessment task to assess your assumed knowledge.

Do you fund students during their training contract?

Yes, we fund student classes and study materials as well as 1st attempt exams.

When will I start?

We can be flexible on a start date but ideally, candidates will commence in the June they complete their 4th year at university.

What will my salary be?

Starting at £22,714 with full study support as per contractual terms and conditions

Where will I be based?

Your placement will be based in our Glasgow office.

Am I entitled to study and exam leave?

Yes, you are entitled to study and exam leave. The duration is dependent on the study and exams that are being undertaken at the time.

Is there shift work or flexible working options?

No, we believe here at MACO that the best way for you to learn and complete your professional studies is through on-the-job training and coaching. This is very difficult to achieve in a hybrid setting. Upon completion of your trainee contract employees can take advantage of our hybrid working policy.

What if I fail my exams?

It takes a lot of dedication and hard work to pass your professional exams. We believe in supporting our students through this and will work with trainees to ensure they have the best possible chance of passing exams. Students who don't pass exams on their 2nd attempt are invited forward to discuss their options with the Training Director and HR Manager.

More questions?

Email us at recruitment@maco.co.uk and we'll get back to you as soon as possible.

Or, you can call us on 0141 272 0000



care. success. enjoyment.

www.maco.co.uk | recruitment@maco.co.uk

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