



# Aim high in your **accountancy** career

Our mission is to be a leading audit, tax and advisory firm, serving entrepreneurs, family businesses, private clients and organisations in our chosen markets.

## About Ensors

**Ranked within the UK's Top 60  
Accountancy Practices  
(Accountancy Age Top 50+50 – 2023)**

**Specialists in accounts preparation,  
audit, insolvency/restructuring  
advice, corporate finance, forensic  
accounting, and integrated  
tax advice**

**Presence across East Anglia with six  
offices in Ipswich, Bury St Edmunds,  
Saxmundham, Norwich, Cambridge  
and Huntingdon**

**Over 300 employees**

**Combines the flexibility and  
approachability of a local firm with  
the professionalism and expertise  
of a Top Tier firm**

**Ensors** is one of East Anglia's largest and most respected firms of independent chartered accountants and business advisors. We pride ourselves on combining expertise with clarity, experience with accessibility, knowledge with passion. We treat every team member as an individual, promoting an inclusive environment. We strive for technical excellence and the highest standard of client service.

Our client portfolio includes business clients across the spectrum from the very small to groups turning over several hundreds of million pounds including owner managed businesses, subsidiaries of larger international groups, charities, pension schemes and LLPs.

Yet we still have the flexibility and approachability of a local firm.

We provide a supportive and friendly environment in which to work, with a working culture that encourages and empowers staff at all levels to realise their career goals, whilst achieving a good work-life balance.

We foster a collaborative culture where talented individuals can produce their best work. We value diversity and support staff to achieve organisational, professional and personal objectives.

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**Ensors**

THE PEOPLE BEHIND THE NUMBERS

## Trainee roles

Every year Ensors takes on a number of trainee accountants at our offices across East Anglia. As a trainee you will study for professional qualifications via an apprenticeship, whilst gaining hands-on work experience in a busy, growing, multi-disciplinary practice. We take on school leavers and graduates. We are also open to applications from non recent school leavers/graduates as long as they meet our academic entrance criteria. Our apprenticeships are permanent positions.



As well as an obvious head for figures we always look for a good standard of written English, as our accountants need to be able to produce high quality, concise reports. A natural flair for getting on with people is a must. We pride ourselves on being flexible.

## Entrance criteria

There are two main routes to study within a chartered accountancy practice:

**Non graduate trainee accountants** who want to study for the Association of Accounting Technicians (AAT) qualifications, should have (or be predicted to achieve) either:

A minimum of two A levels at Grade C or above (including Maths) OR the equivalent standard in vocational qualifications. If the qualification type varies from this, the application will be assessed on an individual basis. If you do not hold a Maths A level, we expect a minimum of Grade 6/Grade B in GCSE Maths.

Once AAT qualified, trainees may go on to study for either the Institute of Chartered Accountants in England and Wales (ICAEW) – this qualification is also known as ‘ACA’, or the Association of Chartered Certified Accountants (ACCA) qualification.

**Graduate trainee accountants** can study for the qualification of either the ICAEW or the ACCA. Graduates must have attained or be predicted to attain a minimum 2:1 degree.

Trainees commit themselves to a substantial amount of home studying, which requires discipline. If you join us to study at AAT level and then progress on to the ICAEW or ACCA qualification, you will typically train for around five and half years. If you are studying towards the ICAEW or ACCA qualification you can expect this training to last for around three years although this may be shorter for trainees who have a relevant degree with exemptions.

## Support every step of the way...

Please note, normally we recruit trainees to join either our Business Services or Corporate Services departments, although rotation opportunities may be available to enable you to experience work within a number of departments whilst you are training, giving you a broad exposure to various areas of work. From time to time we may have trainee opportunities in other areas of the business too. Please mention in your application if you have a particular interest in a specific department.

At Ensors we really nurture our trainees – paying for all study materials, exams and tuition. Trainees also receive paid study leave. Subject to satisfactory progress, your salary will increase incrementally as you pass exams and gain in work experience.

Mentors and counsellors are matched to each trainee, providing invaluable practical help and support along the way. We are an ACCA Trainee Development – Platinum Approved Employer and an Authorised Training Employer for the ICAEW.

Prior to joining Ensors, all employees are assigned a ‘buddy’. The idea of a buddy is to help you settle in as quickly and smoothly as possible, as we know it can be an unsettling experience joining a new firm – we have all been there! Your buddy will make contact with you by email prior to your joining date and will be available to help with any questions you may have. They will also take you for lunch/ coffee during your first few days with Ensors.



Once you are qualified, as an ‘Assistant Manager’ you will take responsibility for managing a wide range of clients, and become more closely involved with our partners in providing advice and assistance. Ensors offers a wealth of opportunities for ongoing career development; you might, for instance, continue your studies in a specialist area of the business or progress to a more senior position within the partnership.

A number of our current partners started their careers as a trainee in the firm and have since risen through the ranks.

## How do I apply?

We launch our application process in **September** each year, for enrolment the following autumn. From time to time we may also advertise additional specific trainee vacancies for entry at other times of the year. Please visit the following website pages which provide further information about our trainee programme, the vacancies available, and how to apply:

[www.ensors.co.uk/careers/accounting-apprenticeships/](http://www.ensors.co.uk/careers/accounting-apprenticeships/)

[www.ensors.co.uk/careers/vacancies/](http://www.ensors.co.uk/careers/vacancies/)

To apply when the roles are live, you will need to submit your CV and a covering letter through our recruitment portal, available via the Vacancies page on our website. Select the relevant role and location, and click ‘apply now’. You will be guided through a series of questions and asked to attach your CV and cover letter. If you wish to apply for multiple locations, please submit ONE application to your first choice location, but include your other location choices when answering the questions.

Please note we do not accept applications via post or email for our roles.

We run a series of informal open evenings in the autumn for prospective applicants to attend – these events will give you a good insight into life as a trainee at Ensors and will provide useful background information to support you in applying to us. Please keep an eye on our website which will advertise the details of dates and how to register.



## CASE STUDY

### Matthew Cook

ASSISTANT MANAGER



After completing A levels at Suffolk One Sixth Form College, Matthew joined Ensors as part of the trainee intake in August 2018. After successfully completing both the Association of Accounting Technicians (AAT) and Association of Chartered Certified Accountants (ACCA) qualifications, he now works as a member of the Business Services team at the Ipswich office. He provides accounts and bookkeeping advisory services to sole traders, partnerships and limited companies, with careful consideration of any corporate tax implications.

## Quotes from some of our trainees...

**“I joined Ensors after completing my A Levels with no prior experience in accounting or tax. I have settled into the team, made easy by the many friendly and supportive team individuals. I encounter new learning opportunities every day that challenge me, and have helped me to develop and progress.”** Abby – AAT Trainee

**“Ensors have been very supportive while I have been completing my ACCA exams. The tuition and study leave offered have allowed me to pass my exams first time, while not being overrun with work, and maintaining a social life.”** Luke – ACCA Trainee

**“Ensors is a wonderful place to work and has helped immensely to build my professional skills and confidence. Being a student at Ensors means you get some great support with your studies. The move to ICAEW after finishing AAT was seamless, with lots of friendly students who have helped me learn the ropes. No matter what you’re studying, all the students are encouraging, understanding and will offer support when you need it.”** Emily – ICAEW Trainee

## Why did you choose to go into accountancy?

I attended work experience in a Finance Department of a local company, where I got my first taste of accountancy work. I had always liked working with numbers, so I decided to then take A level Accountancy. After completing the A level and researching the career paths available, I decided I didn’t want to go to university and instead wanted to work while learning - so an accountancy apprenticeship was perfect for me.

## Why did you choose Ensors?

During my time at college, I attended talks from several local accountancy firms. Ensors really stood out to me, as the firm put particular emphasis on helping develop trainees through their Apprenticeship Programme. After visiting the Ipswich office, I got to see how the firm really cared about each individual member of staff. During my interview my colleagues were really helpful: answering my questions and putting me at ease.

## What do you really enjoy about your job?

At Ensors I get the opportunity to work with many different and unique clients, which means my day-to-day work is always very varied. Early on at Ensors I realised the job wasn’t just putting numbers into a spreadsheet, but rather solving problems - which really appealed to me. There is also a sociable team atmosphere at Ensors, and we regularly do activities as a group, which brings the team together.

## What was your first day at work like?

I was excited for my first day at work but also very nervous before I joined. Ensors has a buddy mentor scheme, so on my first day I was taken out for lunch by a fellow trainee. I was able to ask them questions and gain their insight, which helped to set me at ease before meeting the rest of the team. The rest of the day consisted of training and onboarding which really helped me get to grips with working within an office environment.

## Benefits offered with our trainee roles

- Study support
- Contributory pension
- Staff awards scheme
- Free parking
- Social events
- Trainee pay reviewed twice per year
- Well-being support
- Dress for your diary
- Buddy scheme
- Health cash plan
- Working from home one day per week for experienced trainees
- Sick pay

# It's more than just **number crunching...**

Ensors staff enjoy a varied programme of social and fundraising events.  
Previous / ongoing events include:

**Firm-wide staff summer party** **Sporting events** **Monthly office lunches**  
**Bowling** **Activity challenges** **Christmas meals/parties**  
**BBQs** **Mental Health Awareness events** **Quiz nights**



**Bury St Edmunds** Saxon House, Moseley's Farm Business Centre, Fornham All Saints, Bury St Edmunds, Suffolk, IP28 6JY. T: 01284 722300  
**Cambridge** Victory House, Vision Park, Chivers Way, Histon, Cambridge, Cambridgeshire, CB24 9ZR. T: 01223 420721  
**Huntingdon** Incubator 2, The Boulevard, Enterprise Campus, Alconbury Weald, Huntingdon, Cambridgeshire, PE28 4XA. T: 01480 417800  
**Ipswich** Connexions, 159 Princes Street, Ipswich, Suffolk, IP1 1QJ. T: 01473 220022  
**Norwich** 3 St James Court, Whitefriars, Norwich, Norfolk, NR3 1RJ. T: 01603 804400  
**Saxmundham** Blyth House, Rendham Road, Saxmundham, Suffolk, IP17 1WA. T: 01728 603005

[www.ensors.co.uk](http://www.ensors.co.uk)

