

JOB SPECIFICATION

Job Title: TRAINEE ACCOUNTANT – Hospitality Tourism and Leisure (HTL) Dept
Reporting to: Manager/ Directors
Base: Marine House, Clanwilliam Place, Dublin 2
Contract type: Full time / 3 years or 3 years 6 months (subject to exemptions) Fixed Term

JOB PURPOSE

Crowe is a leading business advisory and accountancy firm, ranking among the top 10 Firms in Ireland.

Crowe has a specialisation in the HTL sector and is Ireland's leading consultancy practice serving this industry. We have an unmatched depth of knowledge, which gives us a unique and the Annual Ireland Hotel Industry Survey is regarded as the industry bible for the past 20 years. Our HTL team are regarded as the leading authority in the market and regularly lecture and author reports on trends and developments in the sector.

Our graduate HTL trainee accountant programme is designed to let trainees work across a range of client projects. We believe this unique combination of direct experience and personal mentoring provides an experience unlike any other graduate programme available. Our HTL Department is seeking an individual who has proven experience in the HTL Sector who wishes to train to be an accountant.

KEY RESULT AREAS

1. Assist with the research, both primary and secondary in relation to client projects and business development as directed by the immediate Manager/Director.
2. Administration assistance with annual hotel industry survey including database management; updating of forms; circulation and collection of data; collation of statistics; and working with print/design/PR companies on output as directed by immediate manager.
3. Provide administration support to ensure that internal research and statistics are up to date and accurate.
4. Assist with the administration of the database of hotels and projects within Ireland.
5. Learn to manage and plan own workload. Ensure that projects and cases are satisfactorily completed and within agreed timescales.
6. Learn to observe and then develop skills and knowledge in the areas of Practice Management and Client relationship in full compliance with Crowe's policies and procedures.
7. Attend client meetings and keep up to date records.
8. Assist management with Corporate Finance engagements including IBR's, feasibility studies, valuations, M&A advisory, due diligence, preparation of business plans and research projects.
9. Prepare presentations and proposals for clients and events.
10. Be fully conversant and understand the authority levels of this trainee role and those of all relevant stakeholders to ensure full compliance with the firm's policies, procedures and regulations.

11. Ensure full attendance at the relevant subject matter lectures, course work is completed with time frames and exams are passed in accordance with the relevant certification and contract of employment.
12. Actively participate to the department and firm strategy. Keep abreast with the market, client, technical developments and associate bodies activities to ensure firm's activities are aligned.

13. PERSON SPECIFICATION

Essential Knowledge & Skills: -

- A relevant 3rd level qualification plus evidence of overall academic achievement.
- Demonstrable interest in general accountancy, the hospitality sector and awareness of topical issues.
- Proven ability to work in a team orientated environment.
- Excellent verbal and written communication skills.
- Proven ability to handle multiple tasks/projects at any one time.
- Highly proficient in excel, powerpoint and skilled in Microsoft Office.

Essential competencies: -

- **Networking:** Proven ability to listen, build rapport, influence and build relationships
- **Results driven:** Proven ability to focus on performance, meeting deadlines and produce results
- **Self-Management:** Displays self-control, confidentiality, confidence and resilience.
- **Self-Development:** Evidence of enthusiasm and awareness of developments in the commercial and business advisory sectors.
- **Initiative:** Evidence of sound judgement, common sense and an ability to make reasoned decisions.