

CUBE ACADEMY

TRAINING AND DEVELOPMENT SCHEME



Connect

Understand

Build

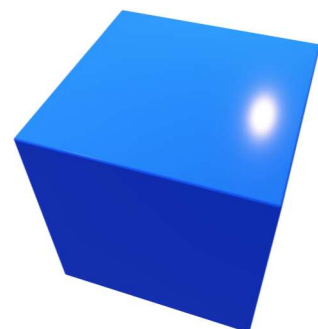
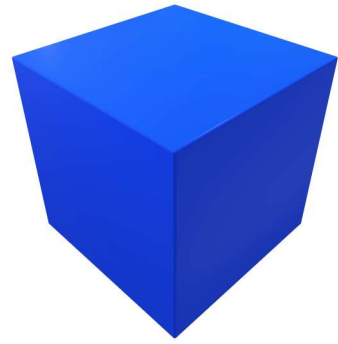
Engage

Scheme Structure

Enrolling onto the Cube training and development scheme is the first step to becoming a qualified accountant. This is a unique training package put together by qualified accountants with the aim of offering prospective accountants the opportunity to bridge the gap between the theoretical and practical knowledge.

Classroom Learning is the foundation of the scheme. Trainees will be taught by experienced accountants within a classroom environment. The scheme is an intensive course which allows trainees to become accustomed to the demands of the role supplemented with support from qualified accountants working within the industry.

Work Experience is the key element of the training. The flexible training scheme is rare opportunity being offered by Cube Chartered Accountants, providing trainees transferrable skills needed to work in Practice or Industry.



Course structure

Levels

Beginners

Professional

Advanced

Entry Requirements

Studying Accountancy or Similar Qualification

Basic Microsoft Excel Knowledge

Course Fees Paid in Advance

Completion Criteria

100% Classroom Attendance

Pass Classroom Assessment

6 Months Work Experience

Key Features & Benefits

- Structured Support Programme
- 25 Hours Focused Classroom Training
- Training Structured For Practice and Industry Work
- 6 Months of Practical Experience
- Long Term Opportunities
- Commission Based Pay Package
- "Path-2-Partner" Scheme
- Exclusively Work With Recruitment Agents to Find You a Role
- Flexible Working Hours
- Agile and Remote Working Scheme

- Recognised Hours Towards Professional Experience.
- Experience + Reference From Chartered Accountants Firm.
- Certificate of Approval on Completion of Final Assessment

"I am loving my time at Cube Academy. The accountant is a great coach, who takes time to mentor and have fun at the same time which is a great balance. I also completed my final Performance Objective with ACCA via Cube Academy. Anyone who is looking for accountancy experience should join this Academy because you will enjoy it while gaining professional knowledge and finance experience" .

**Henrial Yaidoo ACCA
Trainee**

Classroom Structure

Hours: 25 Hours

Days: Saturday & Sunday

Time: 09:00 – 18:00

Day 1:

Introduction to Cube Academy

Introduction to Cube Accountants

Administrative Duties

Navigating Around Systems

*Excel: Understanding Formulas

Data Analysis

Constructing Data Analysis
Models

* Note a major part of the session focuses on performing tasks in Microsoft Excel.

Day 2:

Payroll: Processing Payroll

Handling Client Queries

Managing PAYE Reporting

Excel: Analysing Payroll Information

Constructing Reporting Models

Linking Data Files Across Multiple
Workbooks

Day 3:

Revision of Day 1 and Day 2

Assessment:

- Payroll Analysis
- Producing Financial +
Management Report

The assessment will be based on the material covered in Day 1 + Day 2 classroom learning. The assessment takes approximately 4 hours to complete, and is a practical examination of the students ability to manage a real life scenario of taking instructions from senior team members and to produce the required reporting schedules.



Work Experience Structure

Requirements:

- Length: 6 Months
- Days: Flexible*
- Location: Office / Agile Working**
- Hours: 20 hrs / PW Minimum***
- Equipment: Desktop / Laptop****

Work Experience:

- Administrative
- Analytical
- Bookkeeping
- Financial Accounts
- Management Accounts
- Payroll
- VAT
- Corporate Taxation
- Self-Assessments

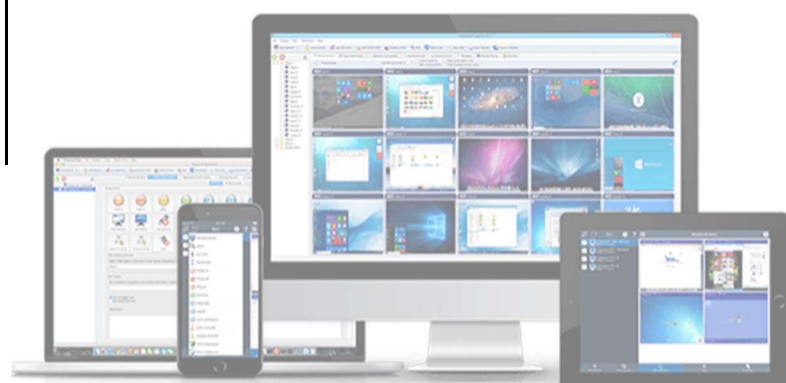
*Flexible working is offered as a means of making the experience manageable yet effective. The company operates from 9am-9pm including weekends. The trainees will be required to select a desired rota but are then expected to adhere to the schedule for the duration of the contract.

**Agile working is promoted as a basis of the way the firm operates. It empowers its staff to work from the comfort of their desired environment. The trainees are expected to periodically come to the office as and when required.

***Trainees are encouraged to do as many hours as possible as it aids their development. The more hours trainees dedicate the faster they are likely to learn and potentially offered additional opportunities within the firm. The firm attempts to accommodate anyone who may be studying or employed and hence offers part time hours.

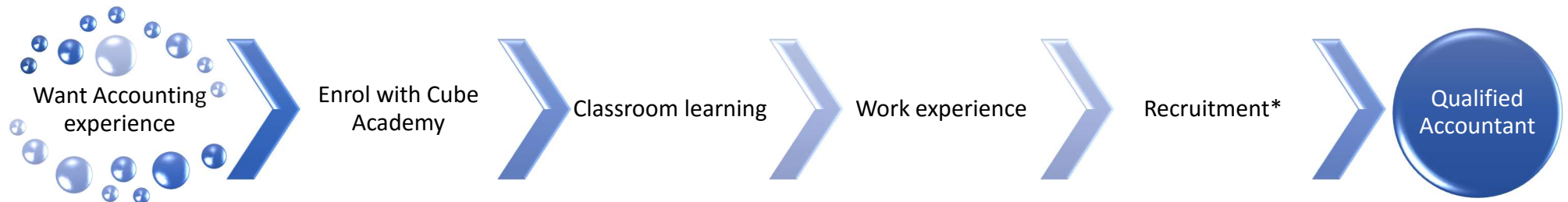
**** As trainees will be working from home, they will be need a desktop/laptop from which they can carry out the necessary tasks. System are provided when staff are in the office.

The work experience is offered by Cube Chartered Accountants who are an authorised training provider with ICAEW, CIMA and can approve certify hours completed for students studying ACCA.



Student Journey

"TURNING PROSPECTS INTO PROFESSIONALS"



*Cube Academy works exclusively with Richmond Knightley Legal & Finance recruitment agents, to secure a permanent training role through the duration of your registration with the academy. The students have a final assessment after 6 months of experience to achieve a Certificate of Approval which increases the possibility of finding the desired role within finance.



Cube Academy Limited is a partner firm with Cube Accountants Limited. The companies are registered in the UK and reserve the right to change its material and training schemes.

Easy to apply at hr@cubeacademy.co.uk

For more information please visit our website:

www.cubeacademy.co.uk