



Level 2 Accountancy Apprentice

Whyfield: 4-day week employer

We are looking for an ambitious individual, who is looking to begin their career in accountancy.

You'll be joining an entrepreneurial and supportive firm, working alongside a friendly, professional team that delivers exceptional service to clients across Cornwall and beyond.

While studying towards your professional Level 2 AAT qualification, you'll gain hands-on experience supporting our accountants, bookkeepers, and administration team in a busy, dynamic office environment.

You'll play an important part in helping our clients manage and grow their businesses, while developing your own professional skills and knowledge.

Your responsibilities will include:

- Assisting with preparing accounts for sole traders, partnerships, and limited companies
- Supporting bookkeeping and VAT return preparation
- Helping with payroll processing
- Using cloud accounting software such as Xero and QuickBooks
- Supporting colleagues with administrative and financial tasks
- Communicating with clients via email and phone in a professional manner

We're looking for a motivated and positive individual who:

- Has excellent communication and interpersonal skills
- Is well-organised, detail-oriented, and eager to learn
- Can work both independently and as part of a team
- Is comfortable working with numbers and enjoys problem-solving
- Wants to grow and progress within a professional accountancy practice
- Happy to travel to Threemilestone, Truro

Previous experience is not essential. This is a learning role, and full training will be provided.

Importantly, we want to hear from a super-friendly, approachable person that is willing to go the extra mile to offer a top-quality service to our clients and be an ambassador and advocate for your profession.

The benefits on offer are:

- A company culture that promotes work/life balance – a 4-day working week comes with all roles at Whyfield!
- An individual development plan with clear progression and regular 6-monthly reviews
- Access to professional financial advice and planning
- A commitment from us to your continued professional and personal development

Of course, along with your salary, we will also provide:

- Time off above statutory leave
- Paid CPD
- Bonus scheme
- Training support
- Paid professional subscriptions
- Comprehensive private health cover including dental and optical
- A list of company perks including a yearly Duvet Day, social and wellbeing events calendar, exercise bike and standing desk, and more

Full-time position. This role is office-based, in Threemilestone, nr Truro.

Eligibility Information

Eligibility Category	Details	Start Date	Requirements
1. Immediate Start	People already on a Level 2 course that started in September.	Immediate	Must already be enrolled on a Level 2 course.
2. February Enrolment	Individuals without a placement can start straight away and enrol onto a Level 2 course in February.	February 2026	No prior accountancy experience needed.
3. May Enrolment	Individuals who have completed a prior accounting qualification and are starting Level 3.	May 2026	Must have completed a previous accounting qualification.
4. September Enrolment	Individuals finishing their GCSEs or A Levels in June/July.	September 2026	Must complete GCSEs/A Levels before starting.

To apply, please fill in the **Careers Form** on our website.
whyfield.co.uk/accountancy-careers-whyfield

Close date for applications: **3rd November 2025**

Start date: **Immediate** (Current notice periods considered).

To note: We will be interviewing as we go

**We love numbers,
but people are our passion.**

